

Data subject rights

Your data protection rights

You have the right to request access to your personal data. You also have the right to request Nova Bus to rectify or erase your personal data or restrict the processing of the same. You may also object to Nova Bus's processing of your personal data or request data portability. However, please note that Nova Bus may not always be obliged to comply with a request of deletion, restriction, objection, or data portability. Assessment will be made on a case-by-case basis of Nova Bus's legal obligations and the exception to such rights.

Please note that a request for rectification related to an ordinary HR change/update, for example change of name/-s or change of home address due to relocation, follow the standard routines for HR data updates. You can also connect with HR Services or your manager for support.

To exercise one of your rights, please refer to the section that concerns you:

[CURRENT EMPLOYEE](#)
[FORMER EMPLOYEE](#)
[CURRENT CONSULTANT](#)
[FORMER CONSULTANT](#)
[CANDIDATE](#)
[VISITOR](#)

When you have filled-in the form, please send it to the data privacy officer, Mr. Christian Maisonneuve, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post)
 - Nova Bus
 - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

CURRENT EMPLOYEE

Request form

Hi, and thank you for reaching out to Nova Bus, which from here on will be referred to as "we" or "us".

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here
Street
Zip-code
City
Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to Nova Bus

Please indicate if you are:

- a customer or an employee of a customer to Nova Bus;
- a supplier or an employee of a supplier to Nova Bus;
- a current employee at Nova Bus;
- a current consultant at Nova Bus;
- a former employee at Nova Bus;
- a former consultant at Nova Bus; or
- a driver or operator of Nova Bus vehicles.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

You may at any time withdraw the consent you have given for the processing of personal data relating to you. However, in the relationship between employers and employees, consent is very seldom used, as it is deemed that consent is unlikely to be given entirely freely by an employee. It may however be used in situations where participation is voluntary, such as after-work activities. For us to fulfil your request, we need some additional information from you.

> Name of the Nova Bus department at which you work, and your position.

Name of the department
Position

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to?

Please try to avoid providing us with additional personal data as you describe your request.
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> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.
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Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

As you are hired by Nova Bus, we can automatically confirm that we process personal data relating to you. Please provide the following additional information, so that we can perform your request regarding the personal data relating to you.

> Name of the Nova bus department at which you work, and your position.

Name of the department
Position

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.
If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

Please note that a request for rectification related to an ordinary HR change/update, for example change of name/-s due to marriage or change of home address due to relocation, follow the standard routines for HR data updates. Information about applicable routines are found on Employee Center on Violin. You can also connect with HR Services or your manager for support.

If your request concerns personal data for which it is not likely that your local HR-department is responsible, please provide us with the necessary additional information for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> Name of the Nova Bus department at which you work, and your position.

Name of the department
Position

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?
--

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Name of the Nova Bus department at which you work, and your position.

Name of the Nova Bus department
Position

> What personal data do you wish us to erase? Be as specific as you can, please.

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> What is the reason for your request for us to delete personal data relating to you?

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> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Name of the Nova Bus department at which you work, and your position.

Name of the Nova Bus department
Position

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

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> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

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> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If you have provided us with personal data yourself, and wish for us to transfer it to another data controller, we will do so if the legal ground for processing that personal data is your consent or because the personal data was needed for entering into a contract with you. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws may not be eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> Name of the Nova Bus department at which you work, and your position.

Name of the Nova Bus department
Position

> Can you please specify what personal data you are interested in receiving or transferring?

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> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

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Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> Name of the Nova Bus department at which you work, and your position.

Name of the Nova Bus department
Position

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.
--

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> Name of the Nova Bus department at which you work, and your position.

Name of the Nova Bus department
Position

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.
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Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

FORMER EMPLOYEE

Request form

Hi, and thank you for reaching out to Nova Bus, which from here on will be referred to as "we" or "us".

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here
Street
Zip-code
City
Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to the Volvo Group

Please indicate if you are:

- a customer or an employee of a customer to Nova Bus;
- a supplier or an employee of a supplier to Nova Bus;
- a current employee at Nova Bus;
- a current consultant at Nova Bus;
- a former employee at Nova Bus;
- a former consultant at Nova Bus; or
- a driver or operator of Nova Bus.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

If you have consented to us processing personal data concerning you after your employment, you have the right to at any time withdraw that consent. If legal obligations compel us to store the personal data for e.g. book-keeping reasons, the processing of the personal data is not based on the legal ground of consent and we will in such case maybe not be able to comply with your request.

For us to fulfil your request, we need some additional information from you.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of Nova Bus department
Position

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to?

Please try to avoid providing us with additional personal data as you describe your request.
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> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.
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Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

As you have been employed by or worked with Nova Bus, we can automatically confirm that we have processed personal data relating to you, and that there is a possibility that we still do for e.g. storage reasons or due to legal obligations. Please provide the following additional information, so that we can confirm if Nova Bus processes personal data relating to you.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the department
Position

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.
If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

If we process personal data relating to you which is inaccurate, you have the right to have the information corrected, made complete, or to provide supplementary statements. Please provide us with the following additional information that is necessary for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the department
Position

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?
--

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the Nova Bus department
Position

> What personal data do you wish us to erase? Be as specific as you can, please.

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> What is the reason for your request for us to delete personal data relating to you?

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> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Your last place of work within the Nova Bus, and the position you held at the time.

Name of the Nova Bus department
Position

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

--

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

--

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If personal data concerning you is processed on the legal ground of your consent or the entering in to or performance of a contract, you have the right to transfer the personal data to another data controller. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws are most likely not eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the Nova Bus department
Position

> Can you please specify what personal data you are interested in receiving or transferring?

--

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the Nova Bus department
Position

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.
--

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> Your last place of work within Nova Bus, and the position you held at the time.

Name of the Nova Bus department
Position

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.
--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

CURRENT CONSULTANT

Request form

Hi, and thank you for reaching out to Nova Bus, which from here on will be referred to as "we" or "us".

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here

Street

Zip-code

City

Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to Nova Bus

Please indicate if you are:

- a customer or an employee of a customer to Nova Bus;
- a supplier or an employee of a supplier to Nova Bus;
- a current employee at Nova Bus;
- a current consultant at Nova Bus;
- a former employee at Nova Bus;
- a former consultant at Nova Bus; or
- a driver or operator of Nova Bus vehicles.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

You may at any time withdraw the consent you have given for the processing of personal data relating to you.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to? Please remember that the processing of personal data regarding contracts are not using consent as the legal ground.

Please try to avoid providing us with additional personal data as you describe your request.
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> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.
--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

As you are hired by Nova Bus, we can automatically confirm that we process personal data relating to you. Please provide the following additional information, so that we can perform your request regarding the personal data relating to you.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.
If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

If you want to update information about yourself such as change of name due to marriage, new address, new bank account details, we would prefer it if this was handled by your nearest HR-department. If your request concerns personal data for which it is not likely that your local HR-department is responsible, please provide us with the necessary additional information for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?
If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> What personal data do you wish us to erase? Be as specific as you can, please.

--

> What is the reason for your request for us to delete personal data relating to you?

--

> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

--

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

--

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If you have provided us with personal data yourself, and wish for us to transfer it to another data controller, we will do so if the legal ground for processing that personal data is your consent or because the personal data was needed for entering into a contract with you. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws may not be eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> Can you please specify what personal data you are interested in receiving or transferring?

--

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.
--

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> Please state which Nova Bus function you work with and what services you are rendering.

Name of the Nova Bus function
Services rendered

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.
--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

FORMER CONSULTANT

Request form

Hi, and thank you for reaching out to Nova Bus, which from here on will be referred to as "we" or "us".

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here
Street
Zip-code
City
Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to the Volvo Group

Please indicate if you are:

- a customer or an employee of a customer to Nova Bus;
- a supplier or an employee of a supplier to Nova Bus;
- a current employee at Nova Bus;
- a current consultant at Nova Bus;
- a former employee at Nova Bus;
- a former consultant at Nova Bus; or
- a driver or operator of Nova Bus vehicles.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

If you have consented to us processing personal data concerning you during or after your assignment at Volvo, you have the right to at any time withdraw that consent. If legal obligations compel us to store the personal data for e.g. book-keeping reasons, the processing of the personal data is not based on the legal ground of consent and we will in such case maybe not be able to comply with your request.

For us to fulfil your request, we need some additional information from you.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus function
Services rendered

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to? Please remember that the processing of personal data regarding contracts are not using consent as the legal ground.

Please try to avoid providing us with additional personal data as you describe your request.
--

> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.
--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

As you have been working with Nova Bus, we can automatically confirm that we have processed personal data relating to you, and that there is a possibility that we still do for e.g. storage reasons or due to legal obligations. Please provide the following additional information, so that we can confirm if an entity in the Volvo Group processes personal data relating to you.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus function
Services rendered

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.
If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

If we process personal data relating to you which is inaccurate, you have the right to have the information corrected, made complete, or to provide supplementary statements. Please provide us with the following additional information that is necessary for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus company function

Services rendered

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus company function
Services rendered

> What personal data do you wish us to erase? Be as specific as you can, please.

--

> What is the reason for your request for us to delete personal data relating to you?

--

> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus company function
Services rendered

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

--

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

--

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If personal data concerning you is processed on the legal ground of your consent or the entering in to or performance of a contract, you have the right to transfer the personal data to another data controller. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws are most likely not eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus company function
Services rendered

> Can you please specify what personal data you are interested in receiving or transferring?

--

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus function
Services rendered

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.
--

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> Please state which Nova Bus function you last worked with and what services you rendered.

Name of the Nova Bus function
Services rendered

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.
--

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

CANDIDATE

Request form

Hi, and thank you for reaching out to the Volvo Group, which from here on will be referred to as “**we**” or “**us**”.

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here

Street

Zip-code

City

Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to Nova Bus

Please provide us below with as much information as you can in regard to your relationship with Nova Bus so that the processing of your request will quicker:

For example – which positions have you applied for and to which functions/business areas/divisions within Nova Bus, which contact details have been used during the recruitment process/or for the applications, potential candidate reference number etc.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

If you have consented to us processing personal data concerning you, you have the right to at any time withdraw that consent. If legal obligations compel us to store the personal data for e.g. book-keeping reasons, the processing of the personal data is not based on the legal ground of consent and we will in such case maybe not be able to comply with your request.

For us to fulfil your request, we need some additional information from you.

> The name of the Nova Bus department that collected your consent:

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to?

Please try to avoid providing us with additional personal data as you describe your request.

> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

Please provide the following additional information, so that we can confirm if a department within Nova Bus processes personal data relating to you.

> The name of the Nova Bus department company you assume possess your personal information:

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.

If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

If we process personal data relating to you which is inaccurate, you have the right to have the information corrected, made complete, or to provide supplementary statements. Please provide us with the following additional information that is necessary for us to fulfil your request and describe what corrections or additions to the personal data you wish us to perform.

> The name of the Nova Bus department company you assume possess your personal information:

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> The name of the Nova Bus department you assume possess your personal information:

> What personal data do you wish us to erase? Be as specific as you can, please.

> What is the reason for your request for us to delete personal data relating to you?

> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> The name of the Nova Bus department you assume possess your personal information:

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If personal data concerning you is processed on the legal ground of your consent or the entering in to or performance of a contract, you have the right to transfer the personal data to another data controller. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws are most likely not eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> The name of the Nova Bus department you assume possess your personal information:

> Can you please specify what personal data you are interested in receiving or transferring?

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> The name of the Nova Bus department you assume possess your personal information:

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> The name of the Nova Bus department you assume possess your personal information:

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

VISITOR

Request form

Hi, and thank you for reaching out to Nova Bus, which from here on will be referred to as "we" or "us".

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

Please note: if you wish to request rectification, use standard/existing routines (if possible) for ordinary changes/updates such as change of name/-s due to marriage or change of home address due to relocation.

For questions related to submitting a request, please contact the Data Privacy Officer by:

- Email: dataprivacy_novabus@volvo.com
- Phone: 450-472-6410

When you have filled-in the form, please send it to the Data Privacy Officer, either by mail or by email. Do not forget to attach the documents validating your identity.

Address to send in your request to:

- Email: dataprivacy_novabus@volvo.com
- Mail (post):
 - Nova Bus
 - - Att: Data Privacy Officer, Mr. Christian Maisonneuve
 - - 1000, Industriel Blvd., St-Eustache, Québec, J7R 5A5

Identity and authority

Please fill in your current contact details

> First name

* Please state your given name here

> Last name

* Please state your family name here

> Address

* Please state your full address here
Street
Zip-code
City
Country

> Contact information

* Please state your email address or phone number here, or any information so that we can communicate regarding your request.

> Verification of identity and authority to make request

> Signature

Please sign here

> Relation to the Volvo Group

Please provide us below with as much information as you can in regard to your relationship with Nova Bus so that the processing of your request will quicker:

For example – which Nova Bus locations have you visited (please be as detailed as possible); in which country(ies), buildings (please provide address if possible) etc.

What right DO YOU WANT to exercise?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email, or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

*

<input type="checkbox"/> Withdraw consent	If you have given your consent to processing of personal data relating to you, and wish to withdraw it.	See section 0
<input type="checkbox"/> Right of access	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 0
<input type="checkbox"/> Right to rectification	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 0
<input type="checkbox"/> Right to erasure	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 0
<input type="checkbox"/> Right to restriction of processing	If you want us to stop processing personal data relating to you, but not delete it.	See section 0
<input type="checkbox"/> Right to data portability	If you want a copy of the personal data relating to you, or want to have it transferred to another company.	See section 0
<input type="checkbox"/> Right to object to processing	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 0
<input type="checkbox"/> Right to human intervention	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 0

> If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

> If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.

Request templates

Withdrawal of consent

If you have consented to us processing personal data concerning you, you have the right to at any time withdraw that consent. If legal obligations compel us to store the personal data for e.g. book-keeping reasons, the processing of the personal data is not based on the legal ground of consent and we will in such case maybe not be able to comply with your request.

For us to fulfil your request, we need some additional information from you.

> The name of the Nova Bus department that collected your consent:

> Can you please describe what you have consented to, or what activity or process that you think the consent relates to?

Please try to avoid providing us with additional personal data as you describe your request.

> Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Please try to avoid providing us with additional personal data as you describe your request.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right of access

Please provide the following additional information, so that we can confirm if an entity in the Nova Bus processes personal data relating to you.

> The name of the Nova Bus department you assume possess your personal information:

> If you wish to have access to the personal data, information about our processing of it, or a copy of it, please specify so here, as detailed as you can.

Please try to avoid providing us with additional personal data as you describe your request.

If you want information about the personal data relating to you, please specify what you wish to know.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to rectification

If we process personal data relating to you which is inaccurate, you have the right to have the information corrected, made complete, or to provide supplementary statements. Please provide us with the following additional information that is necessary for us to fulfil your request, and describe what corrections or additions to the personal data you wish us to perform.

> The name of the Nova Bus department you assume possess your personal information:

> Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

What information is incorrect, or may need alteration?

If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

If we make adjustments to the personal data relating to you, we also communicate these actions to recipients of the personal data in question, so that they can make the same adjustments.

> Do you want information about which recipients we have forwarded your request to?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to erasure

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> The name of the Nova Bus department you assume possess your personal information:

> What personal data do you wish us to erase? Be as specific as you can, please.

> What is the reason for your request for us to delete personal data relating to you?

> If the completion of this request involves us relaying your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

> The name of the Nova Bus department you assume possess your personal information:

> What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

> What are the reasons for your request for us to restrict and stop processing personal data relating to you?

> If the completion of this request involves us forwarding your wishes to recipients of personal data relating to you, do you wish to be informed of what recipients we have contacted?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to data portability

If personal data concerning you is processed on the legal ground of your consent or the entering in to or performance of a contract, you have the right to transfer the personal data to another data controller. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws are most likely not eligible for a transfer like this.

We will need information from you so that we can locate the personal data in question and perform your request.

> The name of the Nova Bus department you assume possess your personal information:

> Can you please specify what personal data you are interested in receiving or transferring?

> Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Right to object

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

> The name of the Nova Bus department you assume possess your personal information:

> What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

Please try to avoid inserting additional personal data relating to you here.

> If we make an assessment whether our legitimate interests of processing the concerned personal data overrides the grounds for your objection, would you like of us to restrict the processing of the concerned personal data also during the time we perform the assessment?

Yes or no.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.

Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

> The name of the Nova Bus department you assume possess your personal information:

> Please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.

Thank you for taking the time to fill out this form.

We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.