



Privacy Policy for YellowDrive of Post Company Cars Ltd

1. Scope

- 1.1 This Privacy Policy governs the processing of personal data in connection with the use of YellowDrive (hereinafter referred to as the "SOLUTION").
- 1.2 This Privacy Policy explains which data is collected, used, disclosed and otherwise processed by you as the USER and, where applicable, as the CUSTOMER (contractual partner) of the SOLUTION before, during and after the use of the SOLUTION by Post Company Cars Ltd.

2. What type of data is processed in the SOLUTION and why?

- 2.1 The following information is recorded when using the SOLUTION:
 - 2.1.1 Contact details (last name, first name, e-mail address, telephone number) as well as ID and driving licence;
 - 2.1.2 Contractual partner information (employer): company name, contact details, address, additional delivery address;
 - 2.1.3 If you are a CUSTOMER, we also process contract data: start date, end date, term, mileage. A creditworthiness check is also carried out for new customers.
- 2.2 If you contact us in connection with the SOLUTION, we may also collect the following personal data from you:
 - 2.2.1 Your name and contact details, e.g. address, postcode, country, telephone number and/or e-mail address;
 - 2.2.2 the reason you contacted us;
 - 2.2.3 Information required to fulfil legal obligations.
 - 2.2.4 In the event of a claim via our claim form: number plate, kilometre reading, driver's details (first name, last name, telephone number, e-mail, date of birth, driver's licence category, issue date of the category, location of repair of the vehicle), information on the claim (e.g. claim date, damage time, damage location, street, etc.), details of the person who submitted the claim (first name, last name, e-mail)
- 2.3 If the USER uses the charge card provided by Post Company Cars Ltd for the SOLUTION, please refer to the [privacy policy for the Swiss Post charge card and the Swiss Post E-Mobility](#).
- 2.4 If the USER uses the infotainment system integrated by the vehicle manufacturer, data such as navigation routes, synchronized contacts via Bluetooth devices and mobile apps of the vehicle manufacturer can be recorded. When using these services, data may be transferred to third parties. Post Company Cars Ltd has no influence over the collection and transmission of this data. More information on handling user data can be found in the data protection statements of the relevant provider or manufacturer. This data is not read by Company Cars and must be deleted by the USER before the vehicle is returned to Company Cars Ltd.
- 2.5 During the term of the contract, Post Company Cars receives telemetry from the vehicle: vehicle data (e.g. mileage, fuel consumption, maintenance and fault reports) and data on driving behaviour (e.g. geodata, routes and locations).
- 2.6 We collect the information mentioned as follows:
 - 2.6.1 Post Company Cars Ltd collects the USER's personal data directly from the USER. If the USER is not the contractual partner of Post Company Cars Ltd, the USER's personal data may alternatively be provided by the contractual partner.

3. How is personal user data used by Post Company Cars Ltd?

- 3.1 Post Company Cars Ltd uses the information described in section 2 for the following purposes:
 - 3.1.1 To operate and administer the SOLUTION
 - 3.1.2 to calculate the kilometres travelled;
 - 3.1.3 to promote the SOLUTION and other offers from Post Company Cars Ltd;
 - 3.1.4 to improve the functionality and quality of the SOLUTION;
 - 3.1.5 to assist with queries from the USER in connection with the SOLUTION;
 - 3.1.6 comply with legal, regulatory and other relevant requirements;
 - 3.1.7 for any other purpose in connection with the management of the legal relationship between the USER and Post Company Cars Ltd.

4. Aggregated Information

- 4.1 Post Company Cars Ltd aggregates selected data in accordance with section 2 so that the USER cannot be identified. This aggregated information is used for statistical analysis and management purposes, including but not limited to, trend analysis, actuarial calculations, product design, risk assessment and cost analysis related to the operation of the SOLUTION.

5. Does POST COMPANY CARS Ltd disclose personal data to third parties?

- 5.1 The data accrued from the use of the SOLUTION, in particular data relating to claims and billing purposes, may be disclosed to the USER.
- 5.2 In the event that the CUSTOMER receives a vehicle from a third-party provider via Post Company Cars Ltd, the transfer of personal data may be necessary in order to coordinate the vehicle handover and to conclude contractual documents. In such cases, however, the data will only be passed on to the extent required and with prior consent.
- 5.3 Post Company Cars Ltd may involve third parties to provide services in connection with the SOLUTION, such as IT service providers, Swiss Post subsidiaries, etc. and make the data required for this accessible to these processors.
- 5.4 These engaged third parties are subject to the same obligations with regard to data protection as Post Company Cars Ltd itself and may – subject to differing legal regulations – not process the USER's data for their own purposes and only on behalf and on the instructions of Post Company Cars Ltd. Post Company Cars

Ltd undertakes to select, instruct and monitor such service providers in a prudent manner.

- 5.5 There are situations where Post Company Cars Ltd is required to disclose personal data to authorities, courts or insurance companies due to legal obligations. Such transfers shall always be made in compliance with the legal provisions.

- 5.6 The data processors may also be domiciled abroad. POST COMPANY CARS guarantees that the data processors will apply appropriate data protection in the destination country. Specifically, data is disclosed to our order processor in Germany.

6. What precautions have been taken to protect your personal data?

- 6.1 Post Company Cars Ltd takes technical and organizational measures to guarantee the security of the USER's personal data in accordance with the applicable law. Post Company Cars Ltd and any other data processors acting on behalf of Post Company Cars Ltd are required by it to implement appropriate technical and organizational measures that protect the personal data processed from unauthorized access and change, transmission, disclosure, deletion or destruction, as well as from damage, accidental loss or unintentional destruction.

7. What rights do you have to inform, correct, revoke and delete your personal data?

- 7.1 The USER has the right to obtain information about the processing of his or her personal data.
- 7.2 The USER has the right to have incorrect personal data corrected.
- 7.3 The USER has the right to prohibit the processing of his or her data and to request its deletion, provided that this data is not required to provide the SOLUTION.
- 7.4 For all requests for information, correction, revocation and deletion, the point of contact listed in section 8 must be contacted in writing and a copy of the passport or ID must be enclosed for identification purposes.

8. Contact details POST COMPANY CARS Ltd.

POST COMPANY CARS AG
Service Center
Stöckackerstrasse 50
3030 Bern
Switzerland

9. Changes to this Privacy Policy

- 9.1 Post Company Cars Ltd may change this Privacy Policy from time to time in order to adapt it to new legal requirements or to its own current data protection practices. The last update date is indicated at the end of the Privacy Policy.

The data protection regulations are published electronically and are listed on the [Post Company Cars Ltd](#) website.

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