



## Privacy Policy

Date of last revision: August 13<sup>th</sup>, 2021

### About us

“Jeeves”, “we”, “us” and “our” means Jeeves Inc. and its affiliates.

Jeeves provides financial products and services to growing businesses and we are committed to respecting your privacy.

### About this privacy notice

For the purposes of data protection law, we are a data controller in respect of your personal data. Jeeves is responsible for ensuring that it uses your personal data in compliance with data protection law.

This privacy notice applies when we do business with you as a customer or when you do business with one of our customers. The privacy notice sets out the basis on which any personal data about you that you provide to us, that we create, or that we obtain about you from other sources, will be processed by us. Please take the time to read and understand this privacy notice and use it to make an informed decision about how you want to interact with our products and services.

We want to make sure that you have information about how we process—a fancy way of collectively saying how we use, collect, transmit, store, share, and erase—personal information, which does not include anonymized or aggregated data or data that does not identify an individual, so you can make an informed decision about how you want to interact with our products and services.

We know that you may have questions about how we process your personal information; to that end, we have described in detail below how we process personal information. If you have any questions about this policy, please don't hesitate to reach out to our Privacy Team at [hello@tryjeeves.com](mailto:hello@tryjeeves.com).

### Table of Contents

1. Personal Information We Process and How We Process It
  2. How We Use Personal Information
  3. How We Share Personal Information
  4. Cookies
  5. Where We Store Personal Information
  6. Other Important Information About Your Personal Information
  7. Your Choices About Your Personal Information
  8. Changes to This Privacy Policy
  9. Contacting Us
  10. Previous Privacy Policies
- Annex: Country / Region Specific Provisions

#### 1. Personal Information We Process and How We Process It

The personal information we process depends on the products you use and how you access them. We process information when you directly interact with Jeeves in the following ways:

#### Information that you provide to us or one of our affiliates.

This includes information about you that you give us by filling in forms or by communicating to us by:

- Filling out an application and creating an Account
- Making a purchase using your physical or virtual Jeeves Card
- Browsing [tryjeeves.com](http://tryjeeves.com) or using the dashboard available on [tryjeeves.com](http://tryjeeves.com)



- Using our iOS or Android mobile apps
- Connecting accounts to your Account
- Calling, chatting, or interacting with Jeeves (such as Customer Experience or Sales, or texting us a copy of a receipt)
- Interacting with us at a conference or event

#### Information We Process When You Use Our Products and Services

*Information needed to apply and create an Account.* If you are opening an Account on behalf of a business, we need to process a certain amount of preliminary information about you, your business, and individuals associated with your business to create an Account to comply with our legal and regulatory obligations. When you apply for an Account, we may process:

- Your name
- Your title or role on your team
- Your email
- Your phone number
- Your income
- Your credit card spend amount
- Your password please
- Information related to your business, including the business's legal name, address, Employer Identification Number (EIN), and certain individuals who have an ownership interest in your business.
- Company bank account information
- Other information pertaining to your identity such as copies of a passport, driver's license, or other national ID
- Your Tax Identification Number (TIN) or your Social Security Number (SSN)
- Personal information provided to us from third-party companies we partner with to offer services to you (see below)

#### Information We ProcessCollect or Generate When You Use Our Products and Services

*Information needed to use our products and services.* We need to process personal information when your business assigns you a Jeeves Card or otherwise allows you to use our products and services (for example as an employee or authorized representative). To use these services, we may process:

- Your name
- Your business email
- Your business phone number

*Information processed when you make a transaction.* Each time you make a payment using a Jeeves Card we receive information about your transaction. We may receive this information directly from you or from our financial partners or the card networks (such as Mastercard or Visa). We may process:

- Payment method information (card number, card type, PIN)
- Purchase amount
- Purchase date
- Purchase location
- Whether you made the purchase online or in a store
- Receipt information
- Information provided to us by the card network associated with transactions, merchants, or cardholders

*Information automatically processed when you visit our websites or use our mobile app.* We process personal information automatically when you visit our website or use our mobile app to make our services work, to prevent



fraud and enhance security, to understand your preferences, and to tailor services to you for the best possible experience. We may process:

Browser and device information.

- IP address
- Mobile and other hardware or device identifiers
- Operating system
- Browser information, such as type and version
- Referring and exit pages, including landing pages and pages viewed
- Device event information, including crash reports, request and referral URLs and system activity details

Information about your use of our website or mobile app.

- Your location
- What you click on and what you type, time you spend on our websites, and other user experience information
- Photos from your mobile device that you choose to upload to us, such as photos of your receipts

*Cookies and trackers.* We and our service providers also use cookies and other online activity tracking tools to help our website and mobile app function effectively. Please see the Cookies section of our privacy policy below. These tools allow us to:

- Provide you services such as those that allow you to chat with our Customer Experience team
- Perform website and mobile app analytics
- Improve the advertisements you see
- Prevent fraud and prevent attacks against our websites and services
- Advertise Jeeves products and services, and additional products and services from our partner companies

We and our service providers use cookies and trackers to assign you a unique identifier so we can record:

- Websites you visit
- Length of time the advertisement was visible
- IP Address

You can block these cookies at any time using your web browser settings, but doing so may limit your browsing experience and your ability to use certain features of our services.

*Information processed when you interact with Jeeves teams.* We may process personal information about you when you call, chat, email, or interact with members of Jeeves teams (such as Customer Experience, Sales, or Marketing), including:

- Your name
- Your email, phone number, or other contact information
- Content of your communications and survey responses

*Information processed when you enter into a sweepstakes, contest, or other promotion.* We may process personal information when you enter a sweepstakes, contest, or promotion to administer those programs, including:

- Your name
- Your email, phone number, or other contact information
- Other personal information required for you to participate

**Information Processed from Our Business Partners and, Service Providers and other sources**



We process personal information we receive from financial partners, identity verification services, and other service providers, and information you share with us about your use of their products and services:

- To comply with regulatory and reporting obligations or to defend our legal rights.
- 
- To facilitate your use of our products or services, or other products and services. These third parties will be subject to confidentiality requirements and they will only use your personal data as described in this privacy notice.
- To underwrite your account
- To conduct fraud monitoring, prevention, and detection
- To fulfill commitments to our business partners
- To fulfill a request made by you
- In the event we sell our business or any of our assets to a third party

*Information necessary to comply with regulatory and legal requirements.* When you open an Account as a business owner or an administrator on behalf of a business, or you provide information as an individual with an ownership interest in a business, we process personal information we receive from identity verification services and other service providers that we must keep to comply with the law, including:

- Your name
- Your phone number
- Your SSN
- Your current or previous addresses
- Your date of birth

*Information processed to integrate third-party products and services with your Account.* When you choose to link your Account with products and services provided by our business partners, we process personal information we receive from them to ensure our products and services work properly together.

*Your bank.* To underwrite, to provide you with the highest credit limit possible, and to determine your eligibility for Jeeves Rewards, we require you to give us information about your business's finances and access to your business's bank account. We use a service provider to process information about your business's bank account. When you link your bank account we process the bank account credentials and all information associated with the bank accounts associated with those credentials, including:

- Unique identifiers associated with your bank
- Account names
- Bank account type
- Transaction history and related information
- Account balances
- Bank routing and account numbers

If you do not link your bank account directly, we process information you provide with copies of your bank statements and other financial information about your business.

To link your bank account with your Account, a secure third-party service provider may use and store your bank account credentials. We do not store your bank account credentials on Jeeves systems.

*Account connections.* We offer the ability to connect your Account with accounting services (such as QuickBooks Online, Xero, and Netsuite), travel services, and other products and services. We both provide personal information to and receive information from these services on your behalf.

*Accounting and expenses services.* When you direct us to connect your Account to these services we collect certain information to make those integrations work, including:



- Unique identifiers associated with the third-party connected account
- Information associated with your general ledger account
- General ledger account codes
- Locations
- Classes
- Departments
- Email addresses

The information we collect may differ based on the accounting service and the choices you make relating to that service.

*Financial partners.* We get information from financial service providers such as our issuing bank and our card networks to make our services work. The information we get includes personal information related to your transactions using a virtual or physical Jeeves Card as described above.

*Information processed to conduct fraud monitoring, prevention, and detection.* We process personal information from our business partners, financial service providers, credit reporting agencies, identity verification services, public sources, and other sources to prevent fraud.

*Information processed as a result of a business partnership, referral, or agreement.* We enter into agreements with financial partners and other businesses that provide products and services related to ours, and as a result of these partnerships, Jeeves may receive personal information related to that particular business or partnership. We may process information about:

- You and your relationship with the business partner
- Your email or other contact information
- Your membership or relationship status with the business partner

*Information processed after sale of the business or assets.* We may disclose your personal data to the prospective buyer for due diligence purposes.

## 2. How We Use Personal Information

We process your personal information for the reasons stated specifically in this policy, but we may also process personal information processed about you to:

Operate our business and provide tailored services to you.

- Communicate with you about the products and services by phone, text, email, or chat
- Monitor, prevent, and detect fraud or unauthorized activity
- Secure our systems and products
- Mitigate financial loss, claims, liability, and other harm to our users, Jeeves, our partners, or third parties
- Manage, operate, and improve the performance of our products and services
- Provide you with tailored recommendations
- Identify, fix, and troubleshoot bugs and errors
- Facilitate reporting, analyzing performance, and auditing
- Understand how you use our services so we can make enhancements or improvements
- Facilitate business relationships or comply with contractual obligations
- Comply with our regulatory, legal, and compliance obligations
- Advertise or market services and products to you
- Determine eligibility for, calculate, and provide Jeeves Rewards
- Compare information for accuracy and verify it with other data sources
- If you elect to share information about your geolocation, we will use this information to enhance the security of our products and services and to prevent fraud



Provide you with support.

- Help identify and troubleshoot problems with your account
- Survey your opinions through surveys or questionnaires
- Communicate with you and respond to your specific requests or questions
- Manage and send you notifications, confirmations and important information about your Card and our products and services

*Anonymized and aggregated data.* To better target advertisements, improve, and market our products and services, and for other promotional purposes, we may reasonably transform personal information into de-identified information removing or masking information that could be used to identify you and by aggregating or combining de-identified data with other information.

### 3. How We Share Personal Information

*Sharing for business purposes only.* Jeeves may provide personal information to other companies to improve our products and services, to operate our business, and to help Jeeves market to potential customers. We may share all of the categories of information listed in this Privacy Policy with other companies:

- To operate Jeeves's products and services or support general operations of Jeeves's business
- To integrate the products and services of our business partners with your Account
- To use cloud services to host our website and store the information we process about you

We may disclose your personal information if it is either required by law or we determine that disclosure is reasonably necessary to enforce our rights, protect our property or operations, or enforce the rights and protect the property or operations of our business partners and customers.

*Making a payment.* We share some personal information about you, such as your name and information about the payment method, with the person or merchant that you are paying.

*Anonymous or aggregated information.* We may share anonymized, de-identified, or aggregated information, or other data that does not directly identify you or your business, with other parties. Affiliate sharing. Jeeves Inc. may share personal information we process about you with other Jeeves companies and our affiliates to provide additional services to you, determine eligibility for new products and offers, and for other legitimate business interests.

*Service providers.* We share your personal information with our service providers who operate and provide services on our behalf. These service providers need access to your personal information to perform information processing, manage or enhance our customer information, tailor services to you and your preferences, and perform other services related to our business.

*Financial and business partners.* We share personal information to facilitate the services we provide to you with our business and financial partners.

*Card issuing and Payment Method partners.* Jeeves partners with financial institutions to issue Cards and provide other Payment Methods to you. Jeeves owns and controls the transaction data and other personal information we share with these partners. We share the personal information you provide with your application for an Account with our partners to comply with our contractual obligations and to facilitate compliance with their and our regulatory obligations.



*Credit reporting agencies.* We share your business information with credit reporting agencies to verify information about your business and to report on your business's performance, which in some cases may contain personal information.

*Card network partners.* Mastercard or Visa separately processes information related to your use of your Cards. For more information on how Mastercard and Visa handle your personal information, please visit [Mastercard's Global Privacy Notice](#) or [Visa's Global Privacy Notice](#), respectively.

*Partnerships and referrals.* We share personal information to facilitate referral partnerships. For example, if you were referred to us through an organization we may provide confirmation to that organization that your business opened an Account with us, and information relating to your Account activity solely for the purpose of calculating any referral fees we owe related to the referral.

*Sharing authorized by you, your Users, Administrators, or authorized representatives.* We continually enhance our products and services by integrating with products and services provided by other companies. For these integrations to work and with your explicit consent, we may need to share your personal information with them. Information we share with these companies will be used and disclosed according to that company's privacy policy. You should review the privacy policy of any company that has access to your personal information related to the integration with your Account.

*Accounting and expenses integrations.* We offer integrations with many popular accounting services (such as QuickBooks Online, Xero, and Netsuite). We share information with those services solely as directed by you, your users, or authorized representatives.

*Corporate transactions.* In the event of a corporate sale, merger, financing, reorganization, dissolution, bankruptcy, or similar event, personal information and data we process from you may become part of the assets we transfer or share in preparation for any such transaction. Any acquirer or successor of Jeeves may continue to process personal information consistent with this Privacy Policy.

*Compliance and compelled disclosure.* We may share personal information:

- to comply with applicable law, regulation or payment network rules
- to enforce our contractual rights
- to protect the rights, privacy, safety and property of Jeeves, you, our customers, our business partners, or others
- to respond to requests from courts, law enforcement agencies, regulatory agencies, and other public and government authorities, which may include authorities outside your country of residence.

#### 4. Cookies

We and our service providers use cookies and other tracking mechanisms to track information about your use of our website or mobile app. We may combine this information with other personal information we collect from you (and our service providers may do so on our behalf).

*Cookies.* Cookies are alphanumeric identifiers that we transfer to your device's hard drive through your web browser for record-keeping purposes. Some cookies allow us to make it easier for you to navigate our website, mobile app, and services, while others are used to enable a faster log-in process or to allow us to track your activities at our website, mobile app, and service. There are two types of cookies: session and persistent cookies.

- *Session Cookies.* Session cookies exist only during an online session. They disappear from your device when you close your browser or turn off your device. We use session cookies to allow our systems to uniquely identify you during a session or while you are logged into the website, mobile app, or services. This allows us to process your online transactions and requests and verify your identity, after you have logged in, as you move through our website, mobile app, and services.



- Persistent Cookies. Persistent cookies remain on your device after you have closed your browser or turned off your device. We use persistent cookies to track aggregate and statistical information about user activity, and to display advertising both on our website, mobile app, services, and on websites of other entities.

*Disabling Cookies*. Most web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Help portion of the toolbar on most browsers will tell you how to prevent your computer from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. Visitors to our website who disable cookies will be able to browse certain areas of the website, but some features may not function.

*Flash Local Storage Objects*. We may use Flash Local Storage Objects (“Flash LSOs”) to store your website preferences and to personalize your visit. Flash LSOs are different from browser cookies because of the amount and type of data stored. Typically, you cannot control, delete, or disable the acceptance of Flash LSOs through your web browser. For more information on Flash LSOs, or to learn how to manage your settings for Flash LSOs, go to the Adobe Flash Player Help Page, choose “Global Storage Settings Panel” and follow the instructions. To see the Flash LSOs currently on your computer, choose “Website Storage Settings Panel” and follow the instructions to review and, if you choose, to delete any specific Flash LSO.

*Clear GIFs, pixel tags and other technologies*. Clear GIFs are tiny graphics with a unique identifier, similar in function to cookies. In contrast to cookies, which are stored on your device’s hard drive, clear GIFs are embedded invisibly on web and application pages. We may use clear GIFs (a.k.a. web beacons, web bugs or pixel tags), in connection with our website, mobile app, and services to, among other things, track the activities of visitors and users, help us manage content, and compile statistics about usage. We and our service providers also use clear GIFs in HTML emails, to help us track email response rates, identify when our emails are viewed, and track whether our emails are forwarded.

*Analytics*. We use automated devices and applications, such as Google Analytics, to evaluate usage of our website, and to the extent permitted, our mobile apps. We also may use other analytic means to evaluate our website and mobile apps. We use these tools to help us improve our website’s and mobile apps’ performance and user experiences. These entities may use cookies and other tracking technologies, such as web beacons or local storage objects (LSOs), to perform their services. To learn more about Google’s privacy practices, please review the Google Privacy Policy at <https://www.google.com/policies/privacy/>. You can also download the Google Analytics Opt-out Browser Add-on to prevent their data from being used by Google Analytics at <https://tools.google.com/dlpage/gaoptout>.

*Do-Not-Track*. Currently, our systems do not recognize browser “do-not-track” requests.

*Ad Networks*. We use network advertisers to serve advertisements on our website and on non-affiliated websites or other media (e.g., social networking platforms). This enables us and these network advertisers to target advertisements to you for products and services in which you might be interested. Ad network providers, advertisers, sponsors and/or traffic measurement services may use cookies, JavaScript, web beacons (including clear GIFs), Flash LSOs and other tracking technologies to measure the effectiveness of their ads and to personalize advertising content to you. These cookies and other technologies are governed by each entity's specific privacy policy, not this one. We may provide these advertisers with information, including personal information, about you. Users may opt out of many ad networks. For example, you may go to the Digital Advertising Alliance (“DAA”) [Consumer Choice Page](#) for information about opting out of interest-based advertising and their choices regarding having information used by [DAA companies](#). You may also go to the Network Advertising Initiative (“NAI”) [Consumer Opt-Out Page](#) for information about opting out of interest-based advertising and their choices regarding having information used by [NAI members](#).

Opting out from one or more companies listed on the DAA [Consumer Choice Page](#) or the NAI [Consumer Opt-Out Page](#) will opt you out from those companies' delivery of interest-based content or ads to you, but it does not mean you will no longer receive any advertising through our website, mobile apps, services, or on other websites or mobile apps. You may continue to receive advertisements, for example, based on the particular website that you are viewing



(i.e., contextually based ads). Also, if your browsers are configured to reject cookies when you opt out on the DAA or NAI websites, your opt out may not be effective. Additional information is available on the DAA's website at [www.aboutads.info](http://www.aboutads.info) or the NAI's website at [www.networkadvertising.org](http://www.networkadvertising.org).

## 5. Where and How Long We Store Personal Information

We may process and store personal information for the purposes described in this Privacy Policy in the United States or any other country in which Jeeves, its subsidiaries, affiliates, or service providers operate. We will store this information while we continue to provide products and services to you, to operate our business, comply with contractual obligations, and for as long as required by law.

## 6. Other Important Information About Your Personal Information

*Security.* We use organizational, technical, and administrative measures to protect personal information; however, no data security program is entirely secure. Please contact us immediately if you believe that your personal information or any other confidential information that you have provided to us is no longer secure or has been lost or stolen.

*Use by minors.* If you are under the age of 16, you may not have an Account or use our products or services. We do not knowingly process any information from, or direct any of our products or services to children under the age of 16. Please do not provide us with any personal information related to children under the age of 16.

*Personal information related to Administrators, employees, company owners, and authorized persons.* In some circumstances, we require you to provide us with personal information relating to another person (such as providing us with personal information about the owners of your business during the application process or providing us with personal information about your employees). Do not provide us with any personal information unless you have obtained consent of these persons or you are sure the disclosure of the personal information is otherwise permitted by law. You must inform all other persons whose information you share with us how we process personal information and all other terms of this Privacy Policy.

*Account Users.* Our products and services are intended for use only by businesses, and you may only use an Account, Card, or Payment Method if you are an employee or other authorized representative of a business that has opened an Account. The business's Administrator is responsible for the Account, Cards, and Payment Methods associated with that business. An Administrator can: restrict, suspend, or terminate your access to or ability to use the services, access personal information about you, access or retain information stored with us, and restrict your ability to edit, restrict, modify, or delete information associated with your use of our products and services.

## 7. Your Choices About Your Personal Information

*Electronic communications.* You may choose not to receive promotional emails from us by following the unsubscribe/opt-out instructions in those emails, but we may still send you non-promotional messages relating to information about our products and services such as updates to our platform agreement, privacy notices, security alerts, and other notices relating to your access to or use of our products and services.

*Deletion or closure of an Account.* You can close your Account at any time per the terms set out in our Platform Agreement. If you are an Account administrator, please contact Customer Experience to close your Account, otherwise please contact your business's administrator to have your access to Jeeves Cards deleted. Closure or deletion of your Account will mean that you permanently lose access to the Account, personal information, and data associated with the Account. Certain personal information or de-identified information associated with your business's Account may nonetheless remain on systems owned or maintained by Jeeves where required to comply with the law or our contractual obligations.

*Application rejection.* To comply with legal and regulatory obligations, we retain certain personal information associated with rejected applications for an Account.

## 8. Changes to This Privacy Policy



We may make minor updates to this Privacy Policy, and we encourage you to visit this site from time to time to be aware of and review any updates. We will post any changes to this Policy on our Site. If we make any changes to this Policy that materially affect our practices with regard to the personal information we have previously collected from you, we will endeavor to provide you with notice in advance of such change by highlighting the change on our Site.

#### **9. Contacting Us**

If you have concerns, questions, or would just like to better understand our privacy practices at Jeeves, please send an email to [hello@tryjeeves.com](mailto:hello@tryjeeves.com).



## Annex Country / Region Specific Provisions

### 1. United Kingdom/ Europe

If you are resident in Europe or the United Kingdom (“UK”) or we have been identified as your data controller, this will mean that we process your information in scope of the European Union’s General Data Protection Regulation (EU) 2016/679 (“EU GDPR”) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 (the “UK GDPR”), where it is supplemented by the Data Protection Act 2018). The data controller for UK GDPR purposes is Jeeves Technologies UK Ltd. In the EU the data controller is JVS Technologies Europe Limited.

You may direct any complaints or concerns about how we use your data to the UK [Information Commissioner’s Office](#) (as the data protection authority responsible for oversight of our data processing activities in the UK) or your local data protection authority in the EU.

#### Legal basis for processing data

We are entitled to use your personal data in the ways described in this Privacy Policy because:

- you may have consented to certain types of data processing (e.g. marketing activity);
- we have to perform the obligations under the terms of a contract between us and you;
- we have legal and regulatory obligations that we have to discharge;
- we may need to use your personal data in order to establish, exercise or defend our legal rights or for the purpose of legal proceedings; or
- the use of your personal data as described is necessary for our legitimate business interests (or the legitimate interests of one or more of our affiliates), such as:
  - to enable Jeeves to provide the Services to you, the business that assigned a card to you and other users;
  - to mitigate fraud, financial loss, or other harm to you, other users and Jeeves; and
  - to analyze, develop and improve our products, systems and tools.

#### Data Subject Rights

You have a number of legal rights in relation to the personal data that we hold about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which we hold about you;
- the right to withdraw your consent to our processing of your personal data at any time. Please note, however, that we may still be entitled to process your personal data if we have another legitimate reason (other than consent) for doing so;
- in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that we transmit those data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to us;
- the right to request that we rectify your personal data if it is inaccurate or incomplete;
- the right to request that we erase your personal data in certain circumstances. Please note that there may be circumstances where you ask us to erase your personal data, but we are legally entitled to retain it;
- the right to object to, and the right to request that we restrict, our processing of your personal data in certain circumstances. Again, there may be circumstances where you object to, or ask us to restrict, our processing of your personal data but we are legally entitled to continue processing your personal data and / or to refuse that request; and
- the right to lodge a complaint with the data protection authority (details of which are provided above) if you think that any of your rights have been infringed by us.

You can exercise your rights by contacting us using the details set out in the “Contacting us” section above.



## **Transfers of personal data outside the European Economic Area and the UK**

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”) or the UK. It may also be processed by staff operating outside of the EEA or the UK who work for our affiliates or for one of our suppliers.

Where we transfer your personal data outside the EEA or the UK, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA or the UK. This can be done in a number of ways, for instance:

- the country that we send the data to might be approved by the European Commission or the UK Government; or
- the recipient might have signed up to a contract based on “standard contractual clauses” approved by the European Commission or the UK Government / ICO, obliging them to protect your personal data.

In other circumstances the law may permit us to otherwise transfer your personal data outside the EEA or the UK. In all cases, however, we will ensure that any transfer of your personal data is compliant with data protection law.

You can obtain more details of the protection given to your personal data when it is transferred outside the EEA or the UK (including a copy of the standard data protection clauses which we have entered into with recipients of your personal data) by contacting us in accordance with the “Contacting us” section above.

### **2. Mexico**

Mexican residents may exercise data protection rights to access, correction, deletion, opposition or revocation under applicable law. You may be provided with further information about the steps to exercise our privacy rights, including identity verification, timing, the way to get in touch with the organization responding to your request for further communications about your request, and how your request may be honored. If you are a Mexican resident and a customer of Jeeves, please reach out to our Privacy Team at [hello@tryjeeves.com](mailto:hello@tryjeeves.com).

### **3. United States - California**

If you live in California (US), the California Consumer Privacy Act (“CCPA”) gives you certain protections over your personal data. This Privacy Policy also includes the privacy information required under the CCPA to be given to California citizens. If you exercise any of your privacy rights, Jeeves will not discriminate against you.