

## 中国招聘和雇佣隐私声明

### China

#### Privacy Statement for Recruitment and Employment Purposes

**最新更新：2024年12月**

**Latest update: December 2024**

AMS 认识到其在个人信息完整性和安全性方面的责任。

AMS recognises its responsibilities with regards to the integrity and security of personal information.

AMS 中国，包括 [艾利尚德曼（上海）管理咨询有限公司上海分公司；艾利尚德曼（上海）管理咨询有限公司 北京分公司；艾利尚德曼（上海）管理咨询有限公司 武汉分公司，以及 AMS 直接或间接持有股份的公司（统称为“相关公司”），将收集、使用、处理和披露您通过此招聘申请提供的信息，以评估您现在或将来是否适合公司内的职位。我们从您那里收集和处理的包括您的姓名、住址、身份证号码（或其他有效身份证件号码）、学历背景和工作经历。

AMS China including [ALEXANDER MANN SOLUTIONS (SHANGHAI) ENTERPRISE MANAGEMENT CONSULTING Co., Ltd. ; ALEXANDER MANN SOLUTIONS (SHANGHAI) ENTERPRISE MANAGEMENT CONSULTING Co., Ltd. BEIJING SUBSIDIARY COMPANY; ALEXANDER MANN SOLUTIONS (SHANGHAI) ENTERPRISE MANAGEMENT CONSULTING Co., Ltd. WUHAN SUBSIDIARY COMPANY], as well as those companies in which AMS has a direct or indirect shareholding interest (together "the Related Companies") will collect, use, process and disclose the information you provide through this application for employment to assess your suitability for a vacancy within the business now or in the future. The information we collect and process from you include your name, your residential address, your ID number (or other valid identity document number), your academic background, and your prior work experience.

此外，在您的申请过程中，AMS 可能还会根据适用法律法规的限制和要求，创建关于您的材料，如记录或其他评估材料。关于您是否适合某个职位的一些决定可能会通过完全自动化的评估过程做出，但在这种情况下，您将被完全告知，并且您有权拒绝接受该决定。如果您被我们录用，我们可能会使用在招聘过程中收集的信息来发出录用通知，并管理您

与我们的持续雇佣关系。为了管理您与我们的持续雇佣关系，AMS 处理个人信息数据的依据是：

a) 订立、履行您与 AMS 之间合同的必要性，或 b) 根据适用法律法规制定的雇佣规则进行人力资源管理的必要性，和 c) 在某些情况下，AMS 有法律义务处理您的个人数据。

In addition, during your application AMS may also create material about you such as records or other assessment material, subject to the limits and requirements of applicable laws and regulations. Some of these decisions about your suitability for a role may be made by using a fully automatic assessment process, however where this occurs you will be fully informed prior to any decision, and you have the right to refuse to accept the decision. If you are offered a role with us we may use information collected during the recruitment process for the purpose of making the offer and to manage your on-going employment with us. For the purposes of managing your on-going employment, AMS is processing data on the basis that it is a) necessary to fulfil the requirements of the contract between yourself and AMS, or b) necessary for human resource management under the employment rules and regulations formulated in accordance with applicable laws and regulations, and c) in some circumstances on the basis that AMS has legal obligations to process your personal data.

AMS 可能会处理您的敏感个人信息（根据中国《个人信息保护法》定义）。在这种情况下，敏感个人信息仅涉及财务信息、健康信息或任何刑事定罪的信息，处理该等信息是为了履行 AMS 在雇佣领域的义务，并且只有在获得您的单独同意后，才会根据相关法律进行处理。

AMS may process your sensitive personal information (as defined by China's Personal Information Protection Law). Sensitive personal information in this instance relates only to financial information, health information or details of any criminal convictions, information required for the purposes of meeting AMS's obligations in the field of employment, and only after obtaining your separate consent, as required by relevant laws.

为填补当前或未来职位，作为相关公司评估的一部分，您理解相关公司可能需要在它们之间以及与您的推荐人（他们可能在您居住地以外的国家处理您的信息）之间披露和共享这

些信息及其他关于您的信息，如果这些信息与您表示感兴趣的职位或地区相关。AMS 在某些情况下可能会与相关供应商共享您的个人信息，以评估您是否适合某个职位并管理您与 AMS 的持续雇佣关系，还可能与客户共享，以提供服务，这些供应商或客户也可能位

于中华人民共和国（“中国”）以外。AMS 将在数据提供、传输、转移之前征求您的同意。许多海外国家没有与中国现行法律相当的数据保护立法，但无论您的个人数据在哪里处理，都会根据所有适用法律进行处理，并且如同它仍在中国境内一样。



As part of the assessment of your personal information for a current or future vacancy, you understand that it may be necessary for the Related Companies to disclose and share this, and other information about you, amongst themselves and with your referees (who may process your information in a country other than where you reside), should it be relevant to the roles or regions in which you have indicated an interest. AMS may in some circumstances share your personal information with relevant suppliers for the purposes of assessing your suitability for a vacancy and managing your on-going employment with AMS, and also with clients, for the purposes of delivering services, and some of these suppliers or clients may also be outside of The People's Republic of China ("PRC"). AMS will ask for your consent to transfer data prior to such transfer taking place.

作为相关公司评估的一部分，您提供的信息的准确性和完整性可能会需要得到验证。我们可能会定期与您联系，以更新您的个人信息，以便最好地告知您与相关公司的机会。如果您被相关公司之一录用，那么将进行雇前背景调查，其中可能包括但不限于调查您的信用记录、学历资格和雇主推荐情况，以及进行刑事记录调查和地址验证，但前述行为始终受到当地法律的限制。

As part of the Related Companies' assessment, the accuracy and completeness of the information you have provided in support of your application may be verified. We may contact you periodically to update your personal information so that we can best inform you of opportunities with the Related Companies. If you are offered a role with one of the Related Companies then pre-employment checks will also be undertaken, which may include, but not be limited to, checking your credit history, academic qualifications and employer references, as well as carrying out criminal records checks and address validation, subject always to local law limitations.

我们将保留您的数据，目的如下：

We will retain your data for the purpose as follows:

- 满足法定要求，这可能涉及薪金税务记录或业务记录的保留；
- meet statutory requirements, these may relate to the retention of salaries' tax records or business records;
- 根据员工福利计划（如果有）管理与前雇员或其家庭成员有关的任何剩余职责；
- administer any remaining duties in respect of former employees or their family members under an employee benefit plan (if any);
- 在任何民事诉讼或刑事起诉中进行辩护；
- defend in any civil suit or criminal prosecution,
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- 抵御因声称在雇佣期间或由此期间导致的医疗状况或伤害而产生的任何损害赔偿要求；
- defend against any claim for damages resulting from a purported medical condition or injury allegedly sustained during, and/or resulting from, the period of employment;
- 如果有合理的可能性，作为前雇员重新雇佣您，或作为退休人员重新雇佣您；
- re-employ you as a former employee if there is a reasonable likelihood of the individual reapplying for employment or engagement as retiree; or
- 根据员工的请求提供工作推荐。
- provide job references at the request of the employee.

数据的保留期限将为最多10年，用于税务检查所需。但是，如果您愿意，您随时可以行使下面描述的权利：

The retention period will be for a maximum 10 years for data that is required for tax inspection. However, should you wish to, you can at any point exercise your rights as described below.

您有权要求获取有关您的个人信息的副本，要求更正其中的任何错误或遗漏，要求我们停止或限制处理，并永久删除数据。如果处理过程中包括通过自动化方式进行的决策，并且如果这对您的个人权益具有重大影响，您有权要求我们为您提供有关决策过程的说明，并拒绝接受 AMS 仅通过自动化决策方式做出决策。

You have the right to ask for a copy of the personal information held about you, to ask for any errors or omissions in that personal information to be corrected, to request that we stop or restrict the processing, and to have the data permanently deleted. Where the processing has included decision making performed by automated means and this has legal or significant effect, you have the right to ask us to provide you with explanations about the decision-making process, and to refuse to accept that AMS makes decisions solely by means of automated decision making.

您无需向我们提供个人信息，但如果不这样做，可能会妨碍我们管理您的申请，或者妨碍我们为潜在的未来职位进行人才池管理和/或进行 AMS 的雇佣管理。

You are under no obligation to provide your personal information to us, however failure to do so may prevent us from managing your application, or talent pooling for potential future assignments and / or managing employment with AMS.





如果您想了解更多关于您的权利的信息，请联系我们的数据保护官，联系方式为 Data Protection Officer at [dataprotection@weareams.com](mailto:dataprotection@weareams.com)

If you would like to know more about your rights, please contact our Data Protection Officer at [dataprotection@weareams.com](mailto:dataprotection@weareams.com)

AMS 致力于保护您的个人信息的安全。我们使用各种安全技术、合同控制、行业领先的标准（如 ISO27001）和程序，以帮助保护您的个人信息免受未经授权的访问、使用或披露。

AMS is committed to protecting the security of your personal information. We use a variety of security technologies, contractual controls, industry leading standards (such as ISO27001) and procedures to help protect your personal information from unauthorised access, use, or disclosure.

如果您目前在 AMS 或相关公司之一就职，此隐私声明将取代以前的隐私通知或数据保护声明。

If you are currently employed by AMS or one of the Related Companies, this Privacy Statement replaces any previous Privacy Notice or Data Protection Statement.

## 声明

### Declaration

您证明您提供的信息准确且完整，并且接受本隐私声明的条款，并在需要时向 AMS 提供您的单独同意，您理解 AMS 和其他全球相关公司将根据上述描述收集、使用、处理和披露您的个人信息和敏感个人信息。如果与任何职位的选择标准相关，您还同意在您的资格发生变化时更新您的个人数据。

You certify that the information which you have provided is accurate and complete and that by accepting the terms of this Privacy Statement, and by providing AMS your separate consent (when required), you understand that AMS and other Related Companies worldwide will be collecting, using, processing and disclosing your personal information and sensitive personal information as described above. Where relevant to the selection criteria for any vacancy, you further agree to update your personal data should your eligibility for that vacancy change.

您理解，对本隐私声明的任何虚假陈述可能导致您的申请或雇佣终止。

**You understand that any misrepresentation of this Privacy Statement may result in the termination of your application or employment.**