

背景调查授权书 Letter of Authorization for Background Check

重要提示 Important Note :

本授权书适用于您拟应聘公司或在职公司（以下简称“委托方”）以招聘入职或在职合规审计为目的而进行的背景调查过程中所涉及的个人信息的合理使用的授权。您同意并授权广州市八方锦程人力资源有限公司及其关联机构（以下简称“八方锦程”）对您所提供的本人个人信息进行合理使用（包括但不限于信息核查、存储、收集、使用、加工、查阅、传输等）。八方锦程将在《中华人民共和国个人信息保护法》及相关法律法规框架下合理使用您本人个人信息，并依法承担本人个人信息保密义务。对该授权书如有疑问，您可通过八方锦程专属邮箱 Compliance@gdbf.com 进行咨询。

This authorization letter will be applicable to the authorization of the reasonable use of the personal information involved in the background screening process conducted by the company you intend to apply for or the company you are working for (hereinafter referred to as the "the Client") for the purpose of recruitment or on-the-job compliance audit. You agree and authorize Guangzhou Best Check Human Resource Co., Ltd. and its affiliates, agents and subsidiaries (hereinafter referred to as "Best Check") to reasonably use the personal information you provide (Including but not limited to information verification, storage, collection, use, processing, review, transmission, etc.). According to Personal Information Protection Law of the People's Republic of China and relevant laws and regulations, Best Check shall legitimately use information you provide and undertake information privacy obligation. If you have any further questions about this authorization letter, please contact Compliance@gdbf.com.

授权说明 Authorized Instructions :

1、为了使得委托方能够全面、客观、真实地对您所应聘岗位或在职岗位的胜任能力和任职条件等进行有效评估，您同意并授权八方锦程根据委托方委托的核查项目，向第三方机构及个人对您本人的个人信息进行收集、查询、核实、比对、分析、整理并传输、共享给委托方及其指定机构。任何记录、存储您本人个人信息的第三方机构和个人，得以向八方锦程提供、披露、公开、共享有关本人个人信息。

In order to objectively and fully conduct your job application and on job evaluation, regarding to factors such as employment qualifications and conditions effectively, you shall consent and authorize Best Check to implement actions (including your personal information collection, searching, qualification, comparison, analysis, organization and transmission, etc.), based on the Client's requests. Any third-party institution and personnel who record and store your personal information, shall provide, reveal, open and share to Best Check.

2、您同意并授权八方锦程基于上述目的并根据委托方所委托核查项目的需要，向中国境内以及您所在国家和地区（包括欧洲经济区和您当前所在国家和地区的以外区域）合法存有您个人信息的第三方机构和个人收集、查询、核实、比对、分析、整理并传输共享您的个人信息。第三方机构包括：政府部门及其授权机构、司法部门及其授权机构、数据服务机构、征信机构、教育机构、前雇主机构等。在此过程中八方锦程会合法使用到您所提供的本人个人信息，包括但不限于您本人的身份信息、教育经历、职业技能、资格认证、工作经历、诉讼及违法不良信息、工商登记信息、信用记录、失信记录、证件或证件号码、手机号码、面部特征（人脸识别）、肖像照片等。

Based on purposes above and to complete the verifications as required by the Client, you will consent and authorize Best Check to legally collect, search, verify, compare, analyze, organize, transmit and share your personal information with both foreign and domestic (including EEA, areas within and beyond your current country) third-party institutions and personnel who keep your personal information in legal. The third-party institutions mentioned above include: government departments and their authorized agencies, judicial administrations and their authorized agencies, data service agencies, credit bureaus, educational institution, former employer institution, etc. During this process, Best Check will legally use the personal information you provided, including but not limited to your own identity information, educational background, professional skills, qualification certifications, employment details, litigation record, misdemeanor and criminal records, business registration information, credit history, blacklist record, certificate or certificate number, mobile phone number, facial features (facial recognition), portrait, etc.

3、您承诺所提供委托方和八方锦程的本人个人信息，均是真实、准确、完整的个人信息。您清楚并理解，任何隐瞒、伪造或遗漏的个人信息都可能会导致背调报告错误或不完整，因此产生的委托方不予录用及其他后果将会由您本人承担。

You promise that the personal information provided to the Client and Best Check was true, accurate and complete. You understand clearly that any concealed, forged or omitted personal information may lead to incorrect or incomplete background screening report, and you shall be liable for the refusal of employment or any other consequences caused by above conditions.

4、八方锦程承诺将会尊重您的隐私，不会收集您的宗教信仰、基因、指纹、血型、疾病和病史信息以及法律法规禁止收集的任何个人信息。

Best Check promises to respect your privacy and will not collect your religious beliefs, genes, fingerprints, blood type, disease and medical history information and any personal information that is prohibited by laws and regulations.

5、为保障您的信息安全，八方锦程承诺会对您的信息进行妥善保管，并使信息安全保护达到合理的安全水平，八方锦程致力于使用各种安全技术及配套的管理体系来防止您的信息被泄露、损毁或丢失，对可能接触到您的信息的工作人员采取最小够用的授权原则。In order to ensure the information security, Best Check promises that your information is in safekeeping and the information security protection will be reached to a reasonable level. Best Check is committed to using various security technologies and supporting management systems to prevent your Information from being leaked, damaged or lost. Best Check adopts the minimum sufficient authorization principle for the staff who may have access to your information.

6、为了保障您的信息安全，除本授权使用的范围和法律法规另行规定外，未经您的同意，八方锦程不会向任何第三方提供您的个人信息及背调报告。

In order to ensure the information security, except for the scope of this authorization use and other provisions of laws and regulations, Best Check will not provide your personal information and background screening reports to any third party without your permission.

7、本授权书自您签署之日起立即生效，且效力具有独立性，不因相关业务合同或条款无效或被撤销而无效。此授权书传真件、电子文件、复印件与原件具有同等效力。授权书有效时间为您正式签署本授权书开始至八方锦程完成背调报告后的 12 个月，上述期限结束后，八方锦程将及时删除您的个人信息或进行匿名化处理。

This Letter of Authorization's validity shall be independent of any invalidity or cancellation of any business contract or provisions. You agree that a facsimile (fax), electronic or photographic copy of this Letter of Authorization shall be valid as the original. The authorization letter is valid for 12 months after you formally sign this authorization letter until Best Check completes the background screening report. After the above period ends, Best Check will delete or anonymize your personal information.

(以下无内容 Nothing below)

我本人 (姓名 : _____ ; 身份证号码/护照号/社会保险号 : _____) 已仔细阅读并同意授权上述内容。
I myself (Name: _____ (full name) with ☐ ID No. / ☐ Passport No. / ☐ SSN/SIN No. _____) have read carefully and agree to authorize the above content.

签名 Signature : _____

日期 Date : _____

*本授权书适用中华人民共和国大陆境内的法律法规 (中国港澳台法律不予适用)。广州市八方锦程人力资源有限公司对本授权书享有最终解释权。

* This Letter of Authorization is in accordance with the laws of mainland of the People's Republic of China. This Letter of Authorization is not in accordance with the laws of Hong Kong/Macau/Taiwan, China. Guangzhou Best Check Human Resource Co., Ltd. has the final right to interpret the authorization letter.