

Acknowledgement and Confirmation of Personal Information Processing 个人信息处理及使用的知情确认书

The Company hereby are committed to the protection of your Personal Information within and outside of China. This notice explains the collection, recording, storage and retention of your Personal Information pursuant to the Chinese Personal Information Protection Law, Cyber Security Law, Data Security Law and related laws and regulations. Should you have any questions, please contact the corresponding recruiter.

公司在此承诺对您的个人信息进行境内外保护。此说明根据中华人民共和国《个人信息保护法》、《网络安全法》、《数据安全法》及相关法律法规的要求，阐述了对您个人信息的收集，记录，保留以及存储。如果您有任何问题，请与对口的招聘负责人取得联系。

1. Collection and usage of Personal Information

1. 收集和使用个人信息

From the pre-onboarding stage of your application, the Personal Information processed and used by the Company include: your name, your **ID/Passport/hukou**, your contact details (including cell phone number, telephone number, email address, and living address etc.), your photo, your **bank card**, gender, date of birth, nationality, family, **salary**, career history, education background, and the materials you authorized to the Company for relevant tasks. The collection, storage and usage of above mentioned information, might for purposes below:

自您的预入职办理阶段起，公司处理、使用的数据内容包括：您的姓名，**身份证/护照/户口本**，联系方式（包含手机号、座机号、邮箱、住址），照片，**银行卡信息**，性别，出生日期，国籍，家庭状况，**薪资**，职业，教育经历，以及您授权公司用于相应流程上的信息及材料。以上信息的收集，存储，及使用，将用作以下目的：

1. Fulfillment of labor contracts and legal obligations, as well as the HR management needs
1. 履行劳动合同及法定义务，满足人力资源管理需要
2. Fulfillment of job responsibilities of employees and support for daily operation and management of the Company
2. 履行员工工作岗位职责，支持公司日常经营与管理
3. Needs of internal social and instant messaging (e.g., phone, email, meetings, internal forums, etc.)
3. 满足内部社交与即时通信需要（如电话、邮件、会议、企业内部论坛等）

The Company recognizes that specific types of Personal Information will be more sensitive than other Personal Information, such as biometric, religious beliefs, specific identity, medical and health, financial accounts, whereabouts and tracks, and other information, as well as Personal Information of minors under the age of 14 that, if leaked or used illegally, could easily lead to the infringement of a natural person's human dignity or the endangerment of personal or property security. The Company will ensure that these more sensitive categories of Personal Information are processed only in connection with the Company's business, or related to an individual's specific purpose, or for the purpose of providing you with remuneration benefits, and for the fulfilment of statutory obligations, and in accordance with the relevant compliance requirements. The sensitive Personal Information that may be processed by the Company is highlighted in bold above.

公司认可特定类型的个人信息将比其他个人信息更敏感，例如生物识别、宗教信仰、特定身份、医疗健康、金融账户、行踪轨迹等信息，以及不满十四周岁未成年人的个人信息等一旦泄露或者非法使用，容易导致自然人的人格尊严受到侵害或者人身、财产安全受到危害的个人信息。公司将确保在处理这些更为敏感的个人信息类别时，仅将其用于与公司或个人特定目的相关或向您提供薪酬福利，以及履行法定义务的目的，并符合相关的合规要求。上述以黑体加粗形式标注了公司可能会处理的敏感个人信息。

2. Disclosure and sharing of Personal Information

2. 个人信息的披露和共享

In terms of the scope of personnel who can disclose your Data, the Company has uniformly set access rights to data in its internal systems, and staff can only access your Data for reasonable and legitimate purposes, such as for the performance of job duties, human resources management, legal compliance, internal audit investigation or emergency contact. When part of your Personal Information is used as an internal contact directory (e.g., an employee contact directory consisting of name and contact number, or an emergency contact and his or her phone number as an emergency contact directory), such contact directory will be disclosed, depending on its function, to employees who need to obtain access to Personal Information in order to perform their job duties. The Company may also disclose employee Personal Information as required by law or legal process, or to enhance or protect the Company's rights and policies, or to cooperate with investigations of suspected or actual misconduct or illegal activity.

就披露您个人信息的人员范围而言,公司在内部系统中均统一设置了信息访问权限,工作人员仅在出于合理正当的目的,如履行工作职责需要、人力资源管理需要、法律合规需要、内部审计调查需要或紧急事件联系需要时,能够访问您的个人信息。当您的部分个人信息被作为内部联系目录使用时(如,姓名和联系电话组成的员工联系目录,或紧急联系人及其电话作为紧急联系目录),该等联系目录将视其功能披露给为履行工作职责需要得到个人信息访问权限的员工。公司还可能根据法律或法律程序的要求,或为了增强或保护公司的权利和政策,或配合对可疑或实际不当行为或非法活动的调查时,披露员工个人信息。

In addition, the Company may share some of your Personal Information with business partners bound by confidentiality obligations for their retention and processing in order to facilitate the smooth execution of the entrustment process, including: office space service providers, information technology and communication service providers, software and hardware service providers, law firms, accountants, auditors, payroll and financial providers, social security benefit providers, consulting service providers, customs expatriate service providers, housing agencies, customs entry agents and travel service providers. Your Data will be transferred to any of Daimler China's entities or subsidiaries, if there is a position/entity change. The data shall also be forwarded to the Company's approved sub-processors, for related process application or handling. We'd like to confirm with you our commitment in ensuring the confidentiality and protection of your Personal Information, and require sub-processors to assume data protection obligations in accordance with DPoB requirements during related process. It's also your obligation to ensure Data accurate, complete and updated, to avoid any misleading or wastage.

此外,公司可能会向受保密义务约束的商业合作伙伴共享部分您的个人信息供其保存及处理,以便于委托处理的顺利开展,包括:办公场所服务提供方、信息技术及通信服务提供方、软件及硬件服务供应商、律师事务所、会计师、审计师、薪资财务供应商、社保福利供应商、咨询服务供应商、海关办理外派事务供应商、房屋中介、海关入关中介和差旅服务供应商。当您发生了内部转岗,您的信息也将转移到相关的岗位/公司。您的信息也会被提供给公司签署的供应商,以便推进相关的流程办理。公司会要求供应商按照DPoB的要求承担数据保护的义务。您也有义务确保信息的准确性,完整性以及信息更新,以避免不必要的误导和损失。

3. Retention period of Personal Information

3. 个人信息的保存期限

For the purposes stated in this Acknowledgement and Confirmation form, the Company will retain and process your Personal Information as described above for the duration of your employment with the Company. After the termination of your employment or secondment, dispatch, etc., the Company will continue to store or process your Personal Information contained in the data related to the Company's business generated during your employment with the Company for a reasonable period of time, provided that it is reasonably necessary for the Company's legitimate business purposes and in accordance with applicable laws. At the end of the retention period, the Company will promptly delete or anonymize your Personal Information.

基于本知情确认书中所声明的目的,公司将在您就职于公司期间保存并处理上述您的个人信息。您与公司解除劳动雇佣关系/借调、派遣等结束后,就您在公司工作期间产生的与公司业务相关的数据中所包含的您的个人信息,在为公司的合法商业目的合理必需、符合适用法律规定的情况下,公司仍将在合理期限内继续保存或处理。在期限结束后,公司将及时对您的个人信息做删除或匿名化处理。

4. Protection of your Personal Information

4. 个人信息保护

The Company attaches great importance to and effectively protects the Personal Information of each employee. The Company will continue to adopt the necessary and appropriate Personal Information security management system, technical measures and physical security to specifically protect the Personal Information you provide to protect your Personal Information from accidental, unlawful or unauthorized destruction, loss, falsification, intrusion, leakage or improper usage. In addition, the Company will take the necessary encryption measures and set up Personal Information access restrictions to ensure the confidentiality and security of your Personal Information.

公司十分重视并切实保护每一位员工的个人信息。公司将持续采取必要且适当的个人信息安全管理制度、技术措施和物理保障来专门保护您提供的个人信息，以保护您的个人信息免受意外地、非法地或未经授权地毁损、丢失、篡改、入侵、泄露或不当使用。此外，公司将采取必要的加密措施并设置个人信息访问权限限制，以确保您个人信息的保密性和安全性。

5. Contact person for Personal Information subjects' rights and related matters

5. 个人信息权利及事宜的联系人

You have the right to access, correct, delete, copy, and transfer your Personal Information to the extent required by Chinese law. Please understand that in certain circumstances the Company may not be able to respond to your request for rights. If you wish to exercise your rights with respect to your Personal Information, including exercising your rights with data recipients outside of China, or if you have any questions or concerns, please contact the corresponding recruiter.

在中国法律规定的范围内，您有权访问、更正、删除、复制、转移您的个人信息。请您理解特定情况下公司可能无法响应您的权利请求。如果您希望行使您的个人信息权利，包括向境外的数据接收方行使您的权利，或您有任何问题或疑虑，请联系对口的招聘负责人。

☒ I have read and fully understand and accept the collection, usage and storage of my Personal Information by the Company in accordance with this Acknowledgement and Confirmation form.

我已阅读并完全理解和接受公司根据本知情确认书收集、使用、储存我的个人信息。

☒ I have read and fully understand and accept the collection, usage and storage of some of my Sensitive Personal Information by the Company in accordance with this Acknowledgement and Confirmation form.

我已阅读并完全理解和接受公司根据本知情确认书收集、使用、储存我的部分敏感个人信息。

☒ I have read and fully understand and accept the **sharing and transfer** of my Personal Information and some of my Sensitive Personal Information by the Company in accordance with this Acknowledgement and Confirmation form.

我已阅读并完全理解和接受公司根据本知情确认书**共享和转让**我的个人信息或部分敏感个人信息。

☒ Acknowledged 确认

Separate consent of cross-border transfer of Personal Information

个人信息跨境的单独同意

For the purposes stated in this Acknowledgement and Confirmation form (including the daily operation and management of the Company, internal social and instant messaging, and HR management), the Company may transfer your Personal Information to other jurisdictions (including offshore access), provide it to Mercedes-Benz AG and Mercedes-Benz Group AG, and may further entrust the processing of your Personal Information to overseas service providers and business partners. The Company will ensure that the overseas recipient is bound by the Personal Information protection laws in its jurisdiction to provide a standard of protection for your Personal Information comparable to that set forth in this Acknowledgement and Confirmation form.

基于集团全球统一管理需要，出于本知情确认书中所声明的目的（包括公司日常经营与管理、企业内部社交与即时通信以及人力资源管理），公司会将您的个人信息传输到其他司法辖区（包括境外访问），提供给梅赛德斯-奔驰股份公司及梅赛德斯-奔驰集团股份公司，以及可能会进一步委托境外服务提供商和商业合作伙伴处理您的个人信息。公司将确保境外接收方受其管辖范围内的个人信息保护法的约束，为您的个人信息提供与本知情确认书规定相当的保护标准。

☒ I understand and acknowledge that my Personal Information or some of my Sensitive Personal Information may be transferred to other Group entities and service providers outside of China.

我理解并确认，我的个人信息或部分敏感个人信息可能会被转移到中国境外的集团公司及服务提供商。

☒ Acknowledged 确认

王海阳

签字

2023.8.9

日期