

FLEX RECRUITMENT NOTICE

伟创力招聘通知

PROCESSING OF PERSONAL INFORMATION

个人信息处理

Flex Group and all other Flex group companies takes its obligations to protect privacy and personal information very seriously. In this Notice, references to "we", "us", "our" or "Flex" are references to Flex group companies who process your personal information in China (for the purpose of the application of this Notice, excluding Hong Kong, Macau and Taiwan) ("China").

伟创力集团以及所有其他的伟创力集团附属公司都非常重视保护隐私和个人信息的义务。本通知中提到的“我们”、“我们的”或“伟创力”是指在中国（就本通知的适用范围而言，“中国”不包括香港、澳门和台湾）处理您个人信息的伟创力集团附属公司。

Contact details: If you have any questions or complaints in relation to the use of your personal information or this Recruitment Notice, you can contact our Data Privacy Officer at: dataprotection@flex.com.

联系方式: 如果您对您的个人信息使用或本招聘通知有任何疑问或投诉，您可以联系我们的数据隐私官：dataprotection@flex.com。

Personal Information Collected: We collect the information below about you during the recruitment process. If you fail to provide certain information when requested, we will not be able to progress your application.

收集的个人信息: 在招聘过程中，我们会收集下述与您相关的信息。如您未能按要求提供某些信息，我们将无法推进你的申请：

- Information provided in your curriculum vitae, application form, covering letter and during the interview process including: your name, date of birth, age, gender, home address, personal email address, education, qualification and work experience details, and references.

在您的简历、申请表、求职信和面试过程中提供的信息，包括：您的姓名、出生日期、年龄、性别、家庭住址、个人电子邮件地址、教育经历、资格证书和工作经历详细信息以及推荐信。

- Information collected or created by us during the recruitment process including: interview notes, test scores, position preferences, willingness to relocate, desired salary, interests and aspirations and correspondence between us.

我们在招聘过程中收集或创建的信息，包括：面试记录、考试分数、职位偏好、变更工作地点的意愿、期望薪资、兴趣和愿望以及我们之间的通信内容。

- Information about criminal convictions*: we carry out background checks as part of the recruitment process.
有关刑事犯罪的信息*：背景调查是我们招聘过程中的一部分。
- Special categories of personal data including: Racial and ethnic origin*, information relating to disabilities*, religious beliefs or sexual orientation*, physical or mental health information* and immigration/naturalisation records (if this discloses racial/ethnic origin information)*.
特殊种类的个人数据，包括：种族和民族*、与残疾有关的信息*、宗教信仰或性取向*、身体或心理健康信息*和移民/归化记录（如其披露了种族/民族信息）*。

Certain categories of personal information (**as shown with***) we may collect and process is considered as “sensitive personal information” as being defined in the PRC Personal Information Protection Law (“**PIPL**”). To the extent required under applicable law, we will apply higher protection to our processing of sensitive personal information. We will not process your sensitive personal information before we have obtained your separate consent.

某些我们可能收集和处理的个人信息（如*所示）属于《中华人民共和国个人信息保护法》（“《个保法》”）定义的“敏感个人信息”。在适用法律要求的范围内，我们将采用更高的保护水平处理敏感个人信息。在获得您的单独同意之前，我们不会处理您的敏感个人信息。

Sources of Information: This information is either (a) provided by you; (b) obtained from third parties through the application and recruitment process; (c) obtained from public sources, such as LinkedIn, or (d) created by us in the course of the recruitment process. Where we collect personal information from third parties, we will use reasonable care to check whether they have obtained your authorisation to provide the personal information to us. If you have any questions or concerns regarding the third parties’ provision of your personal information to us, you should contact them directly. In that case, we will tell you who the third parties are.

信息来源：上述信息是(a)由您提供的；(b)申请和招聘过程中从第三方获得的；(c)从公共渠道获得的，如LinkedIn，或(d)由我们在招聘过程中创建的。当我们从第三方收集个人信息时，我们将尽合理的注意义务以核实这些第三方是否已就向我们提供您的个人信息获得您的授权同意。如果您对第三方向我们提供您的个人信息有任何疑问或关切，您应直接与该等第三方联系。在这种情况下，我们会告诉您相关第三方的身份。

Why we use personal information: We will use the information collected from you because:

我们为什么要使用个人信息：我们将使用从您这里直接收集到的信息，因为：

- it is necessary for us to do so before entering into a contract with you; the relevant purposes may include:

与您签订合同之前，我们有必要这样做；相关目的可能包括：

- to prepare the labour or other contracts with you;
准备与您的劳动合同或其他合同；

- to prepare suitable working environment and conditions in accordance with the contracts;
根据合同规定，向您提供适当的工作环境和条件；
- to take other actions that are necessary for the conclusion of the contracts.
采取其他为订立合同所需的行动。
- we need to process your information in order to comply with a legal or regulatory obligation; the relevant purposes may include:
我们需要处理您的信息，以遵守法律或监管义务；相关目的可能包括：
 - health and safety obligations (for example, processing occupational health records before the establishment of employment relationship);
健康和​​安全义务（例如，在建立雇佣关系之前处理职业健康记录）；
 - equality and anti-discrimination obligations where permitted by and in accordance with applicable laws;
在适用法律允许并符合适用法律的情况下，履行平等和反歧视义务；
 - to take other actions that are necessary to comply with a legal or regulatory obligation.
采取其他必要的行动，以遵守法律或监管义务。
- you have given your consent to our processing of your personal information; the relevant purposes may include:
您已经同意我们处理您的个人信息；相关目的可能包括：
 - to ensure the effective administration and management of the recruitment process;
以确保招聘过程的有效管理；
 - to assess and make a decision about your suitability for a role;
以评估并决定您是否适合某个职位；
 - to carry out reference checks;
以进行背景调查；
 - if your application is successful, to administer our employment relationship with you, unless the processing of your personal information is necessary for the conclusion of the employment contracts;
如您申请成功，以管理我们与您的雇佣关系，除非处理您的个人信息是订立劳动合同所必需的；
 - if you have consented to your personal information being retained by us for a period of up to twelve (12) months to enable us to consider you for other roles, if your application is unsuccessful.
如果您的申请不成功，您同意我们在不超过12个月的期间内保留您的个人信息，以便我们考虑您是否适合担任其他职位。

- we process your personal information if it is necessary to respond to a public health emergency, or for protecting the life, health or property safety of the natural persons in the case of an emergency; and
我们会在应对突发公共卫生事件，或者紧急情况下为保护自然人的生命健康和财产安全所必需的情况下处理您的个人信息；以及
- we process your personal information that is already disclosed by yourselves or otherwise legally disclosed to the public within a reasonable scope.
我们会在合理的范围内处理您自行公开或者其他已经合法公开的个人信息。

How we obtain your consent and separate consent: We obtain your consent (where we rely on consent as the legal basis for processing), as well as your separate consent (where we engage in processing activities requiring separate consent) via the following methods:

我们如何获得您的同意和单独同意：我们将通过下述方式获得您的同意（当我们将同意作为处理活动的合法性基础时）和单独同意（当我们进行需要获得单独同意的处理活动时）：

- asking you to read the first paragraph of the consent form attached with this Notice and give your consent to our general processing of your personal information in accordance with this Notice; and
请您阅读本通知所附同意书的第一自然段，并表示同意我们根据本通知对您的个人信息进行一般性处理；以及
- asking you to read the second paragraph of the consent form attached with this Notice and give your separate consent to the processing of your sensitive personal information, providing your personal information to third-party personal information processors, exporting your personal information outside China.
请您阅读本通知所附同意书的第二自然段，以对处理您的敏感个人信息、将您的个人信息提供给第三方个人信息处理者、将您的个人信息提供至中国境外给予单独同意。

Information that we share: We will only share your personal information with the third parties for the purposes of processing your application.

我们共享的信息：我们只会为了处理您的申请而与第三方共享您的个人信息。

- Sharing with the third parties who process personal information on behalf of us and follow our instructions.

与代表我们处理个人信息并遵循我们指示的第三方进行共享。

These third parties cannot determine the purpose or means of processing. We will select reliable third parties and their processing will be subject to written agreements with us. These written agreements will require the third parties to comply with data protection laws, implement and maintain adequate security measures and only process your personal information on specific written instruction of us. Please click [here](#) for a list of these third parties.

上述第三方并不决定处理目的和处理方式。我们将选择可靠的第三方，该等第三方的处理活动将受到其与我们签订的书面协议的约束。这些书面协议将要求第三方遵守数据保

护法律，实施和维护足够的安全措施，并且只按照我们的指示处理您的个人信息。请点击[击此处](#)以获取上述第三方名单。

- **Sharing with the following third parties who have their independent purposes and means of processing:**

与下述具有其独立的处理目的和处理方式的第三方进行共享：

- **employment agencies;**
就业机构；
- **background check and online test providers;**
背景调查和在线测试供应商；
- **our group companies for the purposes of administration, accounting and reporting purposes;**
我们的集团附属公司基于管理、会计和报告目的的处理；
- **regulators and competent authorities.**
监管机构和主管部门。

Each third party above has its independent purpose and means of processing the personal information and will be responsible for its own processing activities. Please click [here](#) for a list of these third parties, which includes each party's the name, contact information, a description of the categories of personal information that we share with it, and the purpose and means of the processing by the third party (which may either be a description or a separate privacy notice of the third party). We will not provide your personal information to any such third party before we have obtained your separate consent.

上述的每个第三方都有其独立的处理目的和处理方式，并将对其自己的处理活动负责。请点击[击此处](#)以获取上述第三方名单，该名单包括了每个该等第三方的名称、联系方式、我们与其共享的个人信息种类，以及第三方的处理目的和处理方式（可能是描述，也可能是第三方的单独隐私通知）。在获得您的单独同意之前，我们不会将您的个人信息提供给任何此类第三方。

- **Sharing with third parties who determine the purpose and means of processing jointly with us.**

与我们共同决定处理目的和处理方式的第三方进行共享。

Each third party above jointly determines the purpose and means of the processing the personal information as described in this Notice with us. Please click [here](#) for a list of these third parties, which includes each party's the name and contact information. We and each such third party remain jointly and severally responsible for the relevant joint processing of the personal information.

上述每个第三方与我们共同决定本通知中所述的处理个人信息的目的和方式。请点击[击此处](#)以获取上述第三方名单，该名单包括了每个该等第三方的名称和联系方式。我们和每

个此类第三方仍然对相关的个人信息共同处理活动负有连带责任。

Retention of your information: We will retain your personal information for the duration of the recruitment process and for the length of any applicable limitation period for claims which might be brought against us later. Additionally, if your application is (1) successful, we will retain your personal information to administer our employment relationship with you, or (2) unsuccessful and you have consented to your personal information being held by us for a period of up to twelve (12) months to enable us to consider you for other roles, we will retain your personal information for that period.

保留您的信息：我们将在招聘过程中以及在任何适用的保存期间内保留您的个人信息，以应对日后可能针对我们提起的索赔。此外，如果您的求职（1）申请成功，我们将保留您的个人信息以管理我们与您的雇佣关系，或（2）申请未成功，您同意我们在不超过12个月的期间内保留您的个人信息，以便我们考虑您是否适合担任其他职位。

Where your information will be held: Personal information we collect from you in China may be transferred to, and stored, outside China including for example to a group company within Flex or third party suppliers outside China and may also be processed by people operating outside China who work for us or one of our suppliers.

您的个人信息的存储地点：我们在中国境内向您收集的个人信息可能会被传输至和存储于中国境外，例如被传输至其他伟创力集团附属公司或中国境外的第三方供应商，也可能被位于中国境外的为我们工作的人或我们的供应商处理。

Please click [here](#) for a list of the foreign recipients to whom we transfer your personal information, which includes each recipient's name and contact information, the purpose and means of the recipient's processing, the categories of personal information that we transfer to it, and the mechanisms by which you may exercise your rights under the PIPL with the foreign recipient.

请点击[此处](#)获取我们向其传输您的个人信息的境外接收方名单，其中包括每个接收方的名称和联系方式、接收方处理信息的目的和方式、我们向其传输的个人信息种类，以及您可以向境外接收方行使《个保法》规定的权利的机制。

If we need to transfer China-derived personal information outside China, we will take steps as required by the PIPL and its implementation rules once it leaves China, in particular:

如果我们需要将源自中国的个人信息传输到中国境外，当前述个人信息离开中国时，我们将按照《个保法》及其实施细则的要求采取相应措施，特别是：

- a. Fully inform you details of the export via this Notice and obtain your separate consent;
通过本通知充分告知您有关出境的详细信息，并获得您的单独同意；
- b. Perform a personal information protection impact assessment or self-security assessment;
进行个人信息保护影响评估或安全自评估；

- c. Enter into a standard contract with each foreign recipient once it is published by the Chinese regulator; and

在中国监管机构公布个人信息跨境提供标准合同后，与每个境外接收方签订该等标准合同；以及

- d. Apply for governmental security assessments if our processing triggers any threshold determined by the Chinese regulator.

如果我们的处理触发了中国监管机构确定的任何门槛，则会申请政府安全评估。

If you would like to obtain the details of such safeguards, you can request these from the Global Data Privacy Officer.

如果您想获得有关上述保障措施的信息，您可以向全球数据隐私官申请获取。

Your rights: You have the following rights in connection to your personal information: the rights of access, correction, erasure, objection, restriction, transfer, and the right to withdraw consent and to complain to a supervisory authority in China, subject to certain conditions provided by the data protection laws.

您的权利： 您对自己的个人信息享有以下权利：查阅权、更正权、删除权、反对权、限制处理权、数据转移权、撤回同意权，以及向中国监管机构投诉的权利（受限于数据保护法律法规规定的某些条件）。