

曼恩机械有限公司和曼恩（中国）企业管理有限公司候选人个人信息保护政策
Privacy Notice for Candidates of MAN Energy Solutions China Production Co., Ltd. and MAN Energy Solutions China Co., Ltd.

本政策仅适用于曼恩机械有限公司和曼恩（中国）企业管理有限公司（以下简称“曼恩（中国）”）在招聘过程中对候选人个人信息的处理，包括介绍我们收集哪些个人信息以及我们如何收集这些信息，同时说明我们在您应聘期间使用您个人信息的目的以及我们如何保护您的个人信息并保证其安全。

This privacy notice applies only to the processing of personal information of candidates during recruitment process of MAN Energy Solutions China Production Co., Ltd. and MAN Energy Solutions China Co., Ltd. (hereinafter referred to as "MAN ES China"), including a description of what personal information we collect and how we collect it, as well as an explanation of the purposes for which we use your personal information during the recruitment process and how we protect and secure your personal information.

最近更新日期: [2023 年 04 月 01 日]

Last update date: [April 01st, 2023]

如何联系我们:

How to contact us:

- 电子邮件: DP-CZH@man-es.com (曼恩机械有限公司);

DP-SHA@man-es.com (曼恩（中国）企业管理有限公司)

Email: DP-CZH@man-es.com (MAN Energy Solutions China Production Co., Ltd.);

DP-SHA@man-es.com (MAN Energy Solutions China Co., Ltd.)

- 电话: +86 519 8622 7187 (曼恩机械有限公司);

+86 21 5221 2377 (曼恩（中国）企业管理有限公司)

Telephone: +86 519 8622 7187 (MAN Energy Solutions China Production Co., Ltd.);

+86 21 5221 2377 (MAN Energy Solutions China Co., Ltd.)

- 地址: 江苏省常州市武进高新区凤鸣路 9 号 (曼恩机械有限公司);

上海市闵行区浦江镇召楼路 3576 号信息一号楼 8 楼 (曼恩（中国）企业管理有限公司)

Address: Fengming Road 9, Jiangsu Wujin High-Tech Industrial Zone, 213164, Changzhou, P.R. China (MAN Energy Solutions China Production Co., Ltd.);

Floor 8, Xinxi Building 1, No. 3576, Zhao Lou Road, Pujiang Town, Minhang District, Shanghai, 201112 (MAN Energy Solutions China Co., Ltd.)

本政策将帮助您了解以下内容:

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1. 我们如何收集使用您的个人信息
2. 我们如何委托处理、共享、转让、公开披露您的个人信息
3. 我们如何保护您的个人信息
4. 您的权利
5. 我们如何处理儿童的个人信息
6. 您的个人信息如何在全球范围转移
7. 本政策如何更新
8. 如何联系我们

This privacy notice covers the following:

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1. How we collect and use your personal information
2. How we outsource the processing, sharing, transfer and public disclosure of your personal information
3. How we protect your personal information
4. Your rights
5. How we process children's personal information
6. How your personal information is transferred globally
7. How we update this privacy notice
8. How to contact us

曼恩（中国）深知个人信息对您的重要性，并会尽全力保护您的个人信息安全可靠。我们致力于维持您对我们的信任，恪守以下原则，保护您的个人信息：权责一致原则、目的明确原则、选择同意原则、最小必要原则、确保安全原则、主体参与原则、公开透明原则等。同时，曼恩（中国）承诺，我们将按业界成熟的安全标准，采取相应的安全保护措施来保护您的个人信息。

MAN ES China understands the importance of personal information to you and will make every effort to protect the security and reliability of your personal information. We are committed to maintain your trust in us and adhere to the following principles to protect your personal information: the principle of consistent authority and responsibility, the principle of clear purpose, the principle of choice of consent, the principle of minimum necessary, the principle of ensuring security, the principle of subject participation, and the principle of openness and transparency. At the same time, MAN ES China promises to protect your personal information by taking appropriate security controls in accordance with the industry's proven security standards.

我们根据《中华人民共和国网络安全法》《中华人民共和国个人信息保护法》《中华人民共和国数据安全法》等法律法规，并参考《信息安全技术 个人信息安全规范》（GB/T 35273-2020）等国家标准，制订《曼恩（中国）候选人个人信息保护政策》（以下简称“本政策”）并致力于保护您的个人信息安全。

We have formulated the Privacy Notice for Candidates of MAN ES China (hereinafter referred to as the "privacy notice") and are committed to protecting your personal information in accordance with the Cybersecurity Law of the People's Republic of China, Personal Information Protection Law of the People's Republic of China, Data Security Law of the People's Republic of China and other relevant laws and regulations, and with reference to national standards such as the Information Security Technology - Personal Information Security Specification (GB/T 35273-2020).

请在面试前，仔细阅读并了解本政策。

Please read and understand this privacy notice carefully before interview.

注：斜体信息，为跨境信息；加粗信息，为个人敏感信息。

Note: *Italicized information is for cross-border information; bolded information is for personal sensitive information.*

1. 我们如何收集使用您的个人信息 / How we collect and use your personal information

在您申请曼恩（中国）职位的过程中，我们依据不同的场景将收集不同的个人信息，以下对收集的个人信息类别以及收集使用情况进行介绍：

We collect different personal information based on different scenarios when you apply for a position at MAN ES China. The categories of personal information collected and how we collect and use them are described below:

1) 简历收集 / Resume collection

为了更好地了解您过往的基本工作经历与您的能力，我们需要在您申请职位时从猎头公司或第三方招聘平台处或直接收集您的简历，并在筛选候选人使用，简历中包含以下您的个人信息：

To better understand your basic past work experience and your capabilities, we collect your resume from headhunters, third-party recruitment platforms or directly from you when you apply for a position, and use it in screening candidates, your following personal information is included in the resume:

姓名、出生日期、电话号码、邮箱地址、学历、学位、资格证书、工作经历、居住地、籍贯

Name, date of birth, phone number, email address, education qualifications, work experience, place of residence, place of origin

2) 面试阶段 / Interview phase

在面试时，为了使我们能更好地判断您是否能胜任并适合您申请的职位，您需要填写一份职位申请书，其中包含您的以下个人信息：

To determine whether you are competent and suitable for the position you are applying for, you will need to complete a job application form containing the following personal information during interview:

个人基本信息、**身份证号码**、紧急联系人姓名及电话、教育信息、任职经历、**离职前薪酬**

Basic personal information, **ID number**, emergency contact's name and phone number, education information, work experience, **pre-employment remuneration**

3) 薪资谈判 / Salary negotiation

在您通过面试后，为了更好地为您制定恰当的薪酬计划，我们会在发送录用通知前收集您**最近三个月的薪资信息**。

After you pass the interview, to offer you a proper remuneration, we will collect your **salary information for the last three months** before sending you the offer.

4) 背景调查 / Background check

我们必须确保潜在员工按照高道德标准执行任务，并保证遵守公司的企业原则，以最大程度地降低法律风险并防止对公司声誉造成损害。为了与您建立雇佣关系，处理您的个人信息是必要的。聘请正直诚信并遵纪守法的候选人是我们的合法权益。我们须确保您在被雇佣之前向我们提供了经过验证的有效信息。我们还将核实您是否曾在曼恩（中国）工作过，在遵守数据保护规定的前提前，核实您在工作期间是否有严重违反法律、法规或集团政策的行为（限于此，并符合数据保护规定）。为此，将在现有的近三年的人事档案中、在检举人系统（仅限于曼恩能源方案集团）中以及在 Group security 的安全数据库中检索个人数据。此外，还要与 Plea-Monitor 列表和 SAM 数据库进行匹配，以确定是否涉及所谓的可报告事实。Plea-Monitor 列表匹配是面试前进行，只涉及英文姓名/中文姓名拼音；SAM 数据库匹配在通过面试后，我们发送录用通知前进行，只涉及英文姓名/中文姓名拼音。认罪监督名单包含在“柴油机主题”范围内为大众汽车集团工作过或正在工作的人员的姓名，例如顾问或律师。出于合规性原因，在某些情况下，这些人员不得作为曼恩能源方案集团的员工雇用。美国当局的 SAM 数据库包含仅在某些特定条件下被允许在曼恩能源方案集团工作的人员的姓名。另外，在您接受了录用通知后，我们会收集以下个人信息，并在进行入职前背景调查时使用：

个人基本信息、**证件号码**、**美国社保账号**（如果过去 7 年曾在美国居住或工作）、**加拿大社保账号**（如果过去 7 年曾在加拿大居住或工作）、**新加坡身份证号/新加坡外籍人员身份证号**（如果过去 7 年曾在新加坡居住或工作）、**过去 5 年间曾居住的地址**、**身份证/护照复印件**、**教育经历**、**工作经历**、**离职前薪酬结构**

We must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation. Processing your personal data is necessary for the purpose of

establishing an employment relationship with you. We have a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment. It is also verified whether you have already worked for MAN ES China and - limited to this case and in compliance with data protection regulations - whether you seriously committed any infringements of legal and official regulations or Group policies during the period of employment. For this purpose, personal data are retrieved in the existing personnel file for the last three years, in the whistleblower system (restricted to MAN Energy Solutions SE) and in the security database of Group Security. In addition, a matching with the Plea-Monitor list and the SAM database is carried out in order to identify any involvement in so called reportable facts. The matching with Plea-Monitor list is conducted before the interview and only your English name / Chinese Pinyin name is involved. The SAM Check is conducted after you pass the interview and before we send you the offer and only your *English name / Chinese Pinyin name* is involved. The Plea-Monitor list contains the names of people who have worked or are working for the Volkswagen Group within the scope of the "Diesel topic", e.g. as consultants or lawyers. For compliance reasons, these persons may not be employed as employees of MAN Energy Solutions SE under certain conditions. The SAM database of the US authorities contains names of persons who may only work for MAN Energy Solutions SE as employees if certain criteria are met. If you accept the offer, we will collect the following personal information and process it when conducting pre-employment background checks:

Basic personal information, ID number, US Social Security Number (if ever lived or worked in US for the past 7 years), Canadian Social Insurance Number (if ever lived or worked in Canada for the past 7 years), Singapore NRIC/PIN (if ever lived or worked in Singapore for the past 7 years), Residential Addresses during the past 5 years, A copy of ID card/Passport, education qualifications, employment history, pre-employment remuneration

5) 入职体检 / Onboarding physical examination

为确保您的职业健康与安全，进行员工健康管理，在您接受了录用通知后，我们会收集以下信息，并在为您安排一般入职体检或职业健康体检时使用：**姓名、身份证号、职业健康信息。**

To ensure your occupational health and safety and for employee health information management, the following information will be collected after you accept the offer and will be used when scheduling your general onboarding physical or occupational examination: Name, **ID number, Occupational health related information**

在入职体检完成后，我们将收集您的**入职体检报告或职业健康体检报告**并进行存档。

Your **general or occupational physical examination report** will be collected and archived after the completion of the onboarding physical examination.

2. 我们如何委托处理、共享、转让、公开披露您的个人信息

How we outsource the processing, sharing, transfer and public disclosure of your personal information

1) 委托处理 / Outsourced processing of data

我们会委托外部供应商来协助我们进行人才招聘筛选、背景调查与入职体检。

We engage external service providers to assist us with recruitment process, background checks and onboarding physical examinations.

对我们委托处理个人信息的公司、组织和个人，我们会与其签署严格的保密协议，要求他们按照我们的要求、本政策以及其他任何相关的保密和安全措施来处理个人信息。

Companies, organizations and individuals that process data on our behalf are subject to strict confidentiality agreements and are required to handle personal information in accordance with our requirements, this privacy notice and any other relevant confidentiality and security measures.

我们仅会出于本政策声明的合法、正当、必要、特定、明确的目的委托其处理您的信息，授权外部供应商只能接触到其履行职责所需信息，且我们将会通过协议要求其不得将此信息用于其他任何超出委托范围的目的。如果授权外部供应商将您的信息用于我们未委托的用途，其将单独征得您的同意。

We will only entrust them with your information for the lawful, legitimate, necessary, specific, and explicit purposes stated in this privacy notice. Authorized external service providers only have access to the information they need to perform their duties and they're required not to use this information for any other purpose beyond the scope of the delegation by agreement. If authorized external service providers use your information for a purpose that we have not delegated, they will need to obtain your consent separately.

以下以不同的委托处理场景作以区分，对委托处理的外部供应商、个人信息类别以及使用情况进行介绍：

The following is a description of the external service providers, types of personal information, and process of personal information, distinguished by different outsourced processing scenarios:

a) 简历收集 / Resume collection

为了更好地了解您过往的基本工作经历与您的能力，我们会委托猎头公司来协助我们进行人才招聘筛选，委托处理的个人信息包括您的简历。

To better understand your basic past work experience and your capabilities, we engage headhunters to assist us with recruitment process. The personal information entrusted includes your resume.

b) 背景调查 / Background check

我们必须确保潜在员工按照高道德标准执行任务，并保证遵守公司的企业原则，以最大程度地降低法律风险并防止对公司声誉造成损害。为了与您建立雇佣关系，处理您的个人信息是必要的。聘请正直诚信并遵纪守法的候选人是我们的合法权益。我们须确保您在被雇佣之前向我们提供了经过验证的有效信息。因此，在您通过面试后，我们会委托第三方背景调查公司来协助我们进行背景调查。

We must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation. Processing your personal data is necessary for the purpose of establishing an employment relationship with you. We have a legitimate interest

to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment. Therefore, after you pass the interview, we will engage third-party background check company to assist up with the background check process

c) 入职体检 / Onboarding physical examination

为确保您的职业健康与安全，进行员工健康信息管理，在您通过面试后，我们会委托第三方体检机构来协助我们进行入职体检。

To ensure your occupational health and safety and for employee health information management, after you pass the interview, we will engage third-party physical examination agency to assist us with the onboarding physical examination.

2) 共享 / Sharing

我们不会与本公司以外的任何公司、组织和个人分享您的个人信息，除非获得您的明确同意。

Your personal information will not be shared with any company, organization or individual outside of our company unless we obtain your express consent.

3) 转让 / Transfer

我们不会将您的个人信息转让给任何公司、组织和个人，但以下情形除外：

We will not transfer your personal information to any company, organization or individual, except for the following scenarios:

a) 在获取明确同意的情况下转让：获得您的明确同意后，我们会向其他方转让您的个人信息；

Transfer with express consent: we will transfer your personal information to other parties after obtaining your express consent;

b) 在涉及合并、收购或破产清算时，如涉及到个人信息转让，我们会在要求新的持有您个人信息的公司、组织继续受此个人信息保护政策的约束，否则我们将要求该公司、组织重新向您征求授权同意。

In the event of a merger, acquisition or liquidation involving the transfer of personal information, we will require the new company or organization having your personal information to continue to be subject to this privacy notice, or we will require the company or organization to seek your authorized consent again.

4) 公开披露 / Public disclosure

我们仅会在以下情形下，公开披露您的个人信息：

We will only publicly disclose your personal information when:

a) 获得您明确同意后；

After obtaining your express consent;

- b) 基于法律的披露：在法律、法律程序、诉讼或政府主管部门强制性要求的情况下，我们可能会公开披露您的个人信息。

Disclosure based on law: We may publicly disclose your personal information if compelled to do so by law, legal procedure, litigation or governmental authority.

3. 我们如何保护您的个人信息 / How we protect your personal information

- 1) 我们已使用符合业界标准的安全防护措施保护您提供的个人信息，防止数据遭到未经授权访问、公开披露、使用、修改、损坏或丢失。我们会采取一切合理可行的措施，保护您的个人信息。例如，我们已对曼恩（中国）官网提供 https 安全浏览方式；我们已部署严格的物理和逻辑访问控制机制，确保只有授权人员才可访问个人信息；我们会定期举办个人信息保护培训课程，加强员工对于保护个人信息重要性的认识；我们会仔细选择服务提供商，并检查他们是否有足够安全措施和技术来保护您的个人信息，我们不允许我们的服务提供商和供应商将您的个人信息用于他们自己的目的。

We use security controls that meet the industry standards to protect your personal information from unauthorized access, public disclosure, use, modification, damage or loss. We take all reasonably feasible measures to protect your personal information. For example, we have provided https secure browsing on the official website of MAN ES China; we have deployed strict physical and logical access control mechanisms to ensure that only authorized personnel have access to personal information; we hold regular training courses on personal information protection to enhance employees' awareness of the importance of protecting personal information; we carefully select service providers and check whether they have adequate security controls and technology in place to protect your personal information, and we do not allow our service providers and suppliers to use your personal information for their own purposes.

- 2) 我们的数据安全能力：对于存储在系统中的个人信息，我们已对存储您的个人信息的系统设置了严格的访问控制，并对敏感信息进行了加密。对于包含您的个人信息的纸质文档，我们采取了严格的物理访问控制，如上锁，确保只有授权人员才可访问。

Our data security capabilities: For personal information stored in our systems, we have set strict access controls on the systems and have encrypted sensitive personal information. For paper documents containing your personal information, we have adopted strict physical access controls, such as locking, to ensure that only authorized personnel can access them.

- 3) 我们会采取一切合理可行的措施，确保未收集无关的个人信息。我们只会在以下情况下保留您的个人信息：为完成我们在本隐私声明中所解释的招聘和聘用前筛选活动，我们必须保留您的个人信息。一旦招聘和聘用前筛选活动完成，对于所有未被录取的候选人，您的信息将会暂时保留在公司人才库中，然后在两年后进行删除。对于所有被录取的候选人，我们会将您的个人信息保留至员工档案中，在您离职后，我们会在相关法律法规规定的时间内删除您的个人信息。

We will take all reasonably feasible measures to ensure that no unrelated personal information is collected. We only retain your personal information under the following circumstances: To complete

our recruitment and pre-employment screening activities as explained in this privacy notice, we must retain your personal information. Once the recruitment and pre-employment screening activities are completed, your information will be temporarily retained in the company's talent pool for all candidates who are not hired and then deleted after two years. For all candidates who are hired, we will retain your personal information in the employee file and delete your information within the time specified in the relevant laws and regulations when you leave.

- 4) 在不幸发生个人信息安全事件后，我们将按照法律法规的要求，及时向您告知：安全事件的基本情况、可能的影响、我们已采取或将要采取的处置措施、您可自主防范和降低风险的建议、对您的补救措施等。我们将及时将事件相关情况以邮件、信函、电话、推送通知等方式告知您，难以逐一告知个人信息主体时，我们会采取合理、有效的方式发布公告。

In the case of a personal information security incident occurs, we will inform you in a timely manner in accordance with the requirements of laws and regulations: the basic situation of the security incident and the possible impact, the disposal measures we have taken or will take, the suggestions you can take to prevent and reduce the risk, the remedial measures for you, etc. We will promptly inform you of the incident-related situation by email, letter, telephone, push notification, etc. When it is difficult to inform the personal information subjects one by one, we will take a reasonable and effective way to issue an announcement.

同时，我们还将按照监管部门要求，主动上报个人信息安全事件的处置情况。

At the same time, we will also report the status of personal information security incident response in accordance with the requirements of the regulatory authorities.

4. 您的权利 / Your rights

按照中国相关的法律、法规、标准，以及其他国家、地区的通行做法，我们保障您对自己的个人信息行使以下权利：

In accordance with the relevant Chinese laws, regulations and standards, as well as the common practices of other countries and regions, we protect your right to exercise the following rights with respect to your personal information:

1) 访问您的个人信息 / Access your personal information

您有权访问您的个人信息，法律法规规定的例外情况除外。如果您想行使数据访问权，发送电子邮件至 DP-CZH@man-es.com (曼恩机械有限公司)或 DP-SHA@man-es.com (曼恩(中国)企业管理有限公司)。

You have the right to access your personal information, except for the exceptions provided by law and regulations. If you want to exercise your right of access to data, you can send an email to DP-CZH@man-es.com (MAN Energy Solutions China Production Co., Ltd.) or DP-SHA@man-es.com (MAN Energy Solutions China Co., Ltd.).

2) 更正您的个人信息 / Correct your personal information

当您发现我们处理的关于您的个人信息有错误时，您有权要求我们作出更正。您可以通过“1) 访问您的个人信息”中罗列的方式提出更正申请。

If you find any mistakes in the personal information that we have processed about you, you have the right to require us to correct it. You can submit your request by using the methods listed under "1) Access to your personal information".

3) 删除您的个人信息 / Delete your person information

在以下情形中，您可以通过“1) 访问您的个人信息”中罗列的方式向我们提出删除个人信息的请求：

You can submit your personal information deletion request by using the methods listed under "1) Access to your personal information" under the following circumstances:

a) 处理目的已实现、无法实现或者为实现处理目的不再必要；

The purpose of processing has been achieved, cannot be achieved, or the personal information is no longer necessary to achieve the purpose of processing;

b) 如果我们处理个人信息的行为违反法律法规；

If our processing of personal information violates laws and regulations;

c) 如果我们处理个人信息的行为违反了与您的约定。

If our processing of personal information violates our agreement with you.

若我们决定响应您的删除请求，我们还将同时通知从我们获得您的个人信息的实体，要求其及时删除，除非法律法规另有规定，或这些实体获得您的独立授权。

If we decide to respond to your request for deletion, we will also notify the entities that obtained your personal information from us and require them to delete your personal information in time, unless otherwise required by law or regulation, or unless such entities have your independent authorization.

当您从我们系统中删除信息后，我们可能不会立即在备份系统中删除相应的信息，但会在备份更新时删除这些信息。

When your personal information is deleted from our systems, we may not immediately delete the corresponding information in the backup systems but will delete it when the backup is updated.

4) 改变您授权同意的范围 / Change the scope of your authorized consent

每个业务功能需要一些基本的个人信息才能得以完成。对于额外收集的个人信息的使用，您可以随时给予或收回您的授权同意。

Each business function requires some basic personal information in order to be completed. You may give or withdraw your authorized consent at any time for the collection and use of additional collected personal information.

当您收回同意后，我们将不再处理相应的个人信息。但您收回同意的决定，不会影响此前基于您的授权而开展的个人信息处理。

When you withdraw your consent, we will no longer process the corresponding personal information. However, your decision to withdraw your consent will not affect the processing of personal data previously carried out on the basis of your authorization.

需要注意的是，我们收集的您的个人信息都是基于您在应聘曼恩（中国）岗位的过程中所必须的，若您撤回某些信息的授权同意，可能会导致您在曼恩的应聘流程无法顺利开展。

It is important to note that the personal information we collect from you is based on what is necessary when you're applying for a position in MAN ES China. If you withdraw your authorized consent for certain information, it may result in the failure of job application.

5) 个人信息主体获取个人信息副本 / Get copies of personal information by the personal information subjects

您有权获取您的个人信息副本，您可以通过“1) 访问您的个人信息”中罗列的方式提出申请。在技术可行的前提下，如数据接口已匹配，我们还可按您的要求，直接将您的个人信息副本传输给您指定的第三方。

You can submit your request by using the methods listed under "1) Access to your personal information" to get a copy of your personal information. Where technically feasible, we may also transfer a copy of your personal information directly to the third-party you specify at your request if the data interface has been matched.

6) 约束信息系统自动决策 / Restrictions on information system automatic decision making

曼恩在处理您的个人信息的过程中不涉及自动化决策。

Information system automatic decision making is not involved during MAN ES China's processing of your personal information.

7) 响应您的上述请求 / Respond to your request

为保障安全，您可能需要提供书面请求，或以其他方式证明您的身份。

For security purposes, you may be required to provide a written request or otherwise prove your identity.

我们可能会先要求您验证自己的身份，然后再处理您的请求。

We may ask you to verify your identity first before processing your request.

我们将在十五日内作出答复。如您不满意，还可以通过以下途径投诉：发送电子邮件至 dataprotection@man-es.com。

We will respond to your request within 15 days. If you are not satisfied, you can also make a complaint through the following ways: send email to dataprotection@man-es.com.

对于您合理的请求，我们原则上不收取费用，但对多次重复、超出合理限度的请求，我们将视情收取一定成本费用。对于那些无端重复、需要过多技术手段（例如，需要开发新系统或从根本上改变现行惯例）、给他人合法权益带来风险或者非常不切实际（例如，涉及备份磁带上存放的信息）的请求，我们可能会予以拒绝。

We do not charge a fee for your reasonable requests in principle, but we will charge a cost fee for repeated requests that exceed reasonable limits, as appropriate. We may deny requests that are unwarrantedly repetitive, require excessive technical means (for example, requiring the development of new systems or fundamental changes to current practices), pose a risk to the legal rights of others, or are highly impractical (for example, involving the backup of information stored on tape).

在以下情形中，我们将无法响应您的请求：

We will not be able to fulfill your request in the following cases:

- a) 与曼恩（中国）履行法律法规规定的义务相关的；
In connection with the fulfillment of MAN ES China's obligations under laws and regulations;
- b) 与国家安全、国防安全直接相关的；
Directly related to national security, national defense security;
- c) 与公共安全、公共卫生、重大公共利益直接相关的；
Directly related to public security, public health, significant public interest;
- d) 与刑事侦查、起诉、审判和执行判决等直接相关的；
Directly related to criminal investigation, prosecution, trial and enforcement of sentences;
- e) 曼恩（中国）有充分证据表明您存在主观恶意或滥用权利的；
MAN ES China has sufficient evidence that you have subjective malice or abuse of rights;
- f) 出于维护您或其他个人的生命、财产等重大合法权益但又很难得到您本人同意的；
For the protection of your or other individuals' life, property and other significant legal rights and interests, but it is difficult to obtain your own consent;
- g) 响应您的请求将导致您或其他个人、组织的合法权益受到严重损害的；
Responding to your request will result in serious damage to the legitimate rights and interests of you or other individuals or organizations;
- h) 涉及商业秘密的。
Involving trade secrets.

5. 我们如何处理儿童的个人信息 / How we process childrens' personal information

曼恩（中国）在招聘过程中仅涉及成人信息的收集。

Only adult information is involved in MAN ES China's recruitment process.

6. 您的个人信息如何在全球范围转移 / How your personal information is transferred globally

原则上，我们在中华人民共和国境内收集和产生的个人信息，将存储在中华人民共和国境内。

In principle, the personal information we collect and generate in the People's Republic of China will be stored in the People's Republic of China.

如我们直接将您的个人信息向境外传输，我们会向您告知境外接收方的名称或者姓名、联系方式、处理目的、处理方式、个人信息的种类以及您向境外接收方行使相关权利的方式和程序等事项，并取得您的单独同意。我们会根据境内法律法规规定，对您的个人信息出境前开展安全评估。同时，在相关条件具备时我们将依照国家网信部门组织的安全评估、国家网信部门规定的专业机构组织的个人信息保护认证或按照国家网信部门制定的标准合同与境外接收方订立合同开展个人信息跨境传输工作。

If we transfer your personal information directly to foreign countries, we will inform you of the name of the foreign recipient, contact information, the purpose of processing, the type of personal information

transferred, and the way and procedure for you to exercise your relevant rights to the foreign recipient, and obtain your separate consent. We will conduct a security assessment of your personal information before it leaves the country in accordance with domestic laws and regulations. At the same time, when certain conditions are met, we will carry out the cross-border transfer of personal information in accordance with the security assessment organized by the Cyberspace Administration of China, the certification of personal information protection issued by professional institutions stipulated by the Cyberspace Administration of China, or the contracted signed with the foreign recipient in accordance with the standard contract established by the Cyberspace Administration of China.

- 1) 当您通过面试后，我们发送录用通知前，我们需要在集团系统进行 SAM Check 操作，其中涉及到的您的个人信息包括：*英文姓名/中文姓名拼音*。

After you pass the interview and before we send you the offer, we need to perform SAM Check in our Group's system, which involves your personal information including: *English name / Chinese Pinyin name*.

我们已与曼恩能源方案集团签订标准合同，约定双方的权利和义务，并在信息出境前进行个人信息保护影响评估，确保您的个人权益不会受到影响。

We have signed an Intra Group Data Protection Framework Agreement with the MAN Energy Solutions Group, agreeing on the rights and obligations of both parties. We also conduct privacy impact assessment before the information leaves the country to ensure that your personal rights will not be affected.

曼恩能源方案集团德国总部联系方式：+49 821 322-0

Contact information of the headquarters of MAN ES Group: +49 821 322-0

曼恩能源方案集团德国总部注册地址：德国奥格斯堡市斯塔德巴赫大街 1 号，邮编：86153

Registration address of the headquarters of MAN ES Group: Stadtbachstrasse 1, 86153 Augsburg, Germany

- 2) 当您接受录用通知后，我们会在必要时会向第三方背景调查供应商首优咨询（北京）有限公司（以下简称“首优咨询”）提供您的个人信息用于入职前背景调查。若候选人有海外的相关经历该公司会联系海外团队进行核实处理。另外，该公司的信息数据是存储在印度的班加罗尔和荷兰，该公司的信息储存系统通过了 ISO27001 的认证，委托处理的个人信息包括：

After you accept the offer, we will provide your personal information to a third-party background check provider, First Advantage Beijing Co., Ltd. (hereinafter referred to as "First Advantage") for pre-employment background check if necessary. If the candidate has relevant experience overseas, First Advantage will contact the overseas team to verify and handle it. In addition, First Advantage store its data in Bangalore, India and Netherlands, the company's information storage system is certified by ISO27001, the personal information entrusted including:

个人基本信息、证件号码、美国社保账号（如果过去 7 年曾在美国居住或工作）、加拿大社保账号（如果过去 7 年曾在加拿大居住或工作）、新加坡身份证号/新加坡外籍人员身份证号（如果过去 7 年曾在新加坡居住或工作）、过去 5 年间曾居住的地址、身份证护照复印件、教育经历、工作经历、离职前薪酬结构。

Basic personal information, ID number, US Social Security Number (if ever lived or worked in US for the past 7 years), Canadian Social Insurance Number (if ever lived or worked in Canada for the past 7 years), Singapore NRIC/PIN (if ever lived or worked in Singapore for the past 7 years), Residential Addresses during the past 5 years, A copy of ID card/Passport, Education qualifications, Employment history, Pre-employment remuneration

首优咨询（北京）有限公司联系方式：+86 07562312031

Contact information of First Advantage: +86 07562312031

首优咨询（北京）有限公司注册地址：中国北京市朝阳区酒仙桥路甲 10 号新港大厦 11 层 1118 室，邮编：100016

Registration address of First Advantage: Room 1118, 11/F, Xingang Building, No. A10 Jiuxianqiao Road, Chaoyang District, Beijing, 100016, P.R. China

7. 本政策如何更新 / How we update this privacy notice

我们的个人信息保护政策可能变更。

This privacy notice is subject to change.

未经您明确同意，我们不会削减您按照本政策所应享有的权利。我们会在本页面上发布对本政策所做的任何变更。

We will not reduce your rights under this privacy notice without your express consent. We will post any changes made to this privacy notice on this page.

对于重大变更，我们还会提供更为显著的通知（如我们会通过电子邮件发送通知，说明个人信息保护政策的具体变更内容）。

For major changes, we will also provide more prominent notice (e.g., we will send email notification of specific changes to this privacy notice).

本政策所指的重大变更包括但不限于：

The major changes within this privacy notice include, but are not limited to:

- 1) 我们的服务模式发生重大变化。如处理个人信息的目的、处理的个人信息类型、个人信息的使用方式等；

Significant changes in our service model, such as the purpose of processing personal information, the type of personal information processed, and the manner in which personal information is used;

- 2) 我们在所有权结构、组织架构等方面发生重大变化。如业务调整、破产并购等引起的所有者变更等；

Significant changes in our ownership structure, organizational structure, etc, such as change of ownership due to business restructuring, bankruptcy and merger, etc;

- 3) 个人信息共享、转让或公开披露的主要对象发生变化；

Changes in the main targets of personal information sharing, transfer or public disclosure;

- 4) 您参与个人信息处理方面的权利及其行使方式发生重大变化;

Significant changes in your rights to participate in the processing of personal information and the manner in which they are exercised;

- 5) 我们负责处理个人信息安全的责任部门、联络方式及投诉渠道发生变化时;

When the department responsible for personal information security, contact information and complaint channels change;

- 6) 个人信息安全影响评估报告表明存在高风险时。

When the privacy impact assessment report indicates that there is a high risk.

我们还会将本政策的旧版本存档，供您查阅。

We will also keep old versions of this privacy notice for your review.

8. 如何联系我们 / How to contact us

如果您对本政策有任何疑问、意见或建议，可发送电子邮件至 DP-CZH@man-es.com (曼恩机械有限公司) 或 DP-SHA@man-es.com (曼恩 (中国) 企业管理有限公司)。

If you have any questions, comments or suggestions regarding this privacy notice, you can also send email to DP-CZH@man-es.com (MAN Energy Solutions China Production Co., Ltd.) or DP-SHA@man-es.com (MAN Energy Solutions China Co., Ltd.).

一般情况下，我们将在十五日内回复。

Normally, we will respond to your request within 15 days.

- 本人已仔细阅读、理解并同意曼恩 (中国) 在遵循本政策的规定下处理我的个人信息

I have carefully read, understood and consented to the processing of my personal information by MAN ES China in accordance with the provisions of this privacy notice

- 本人同意曼恩 (中国) 在遵循本政策的规定下处理我的个人敏感信息

I consent to the processing of my sensitive personal information by MAN ES China in accordance with the provisions of this privacy notice

- 本人同意曼恩 (中国) 在遵循本政策的规定下跨境转移我的个人信息

I consent to the cross-border transfer of my personal information by MAN ES China in accordance with the provisions of this privacy notice

签名/ Signature:

日期/ Date: