

## PRIVACY POLICY & CANDIDATE DECLARATION CHINA

### 隐私政策及求职者声明

#### Our Commitment

##### 我们的承诺

Allegis Group including Allegis Talent Consultancy (Shanghai) Co. Ltd, Talent2 Guangzhou Co. Ltd and Allegis BN Human Resources Consultants Ltd ("Allegis", "we" or "us") are committed to providing you with the highest levels of professional service. This includes protecting your privacy in accordance with the relevant PRC laws and regulations ("Laws"), as we understand the importance of privacy of your personal information.

艾利安集团包括遨聚士人才咨询（上海）有限公司、广州市柏天人人力资源服务有限公司以及艾利安人才服务（上海）有限公司（以下简称为"Allegis"、"我们"或"我司"）致力于为客户提供最高水准的专业服务。这包括按照相关的中华人民共和国法律及法规（以下简称为"法律"）要求保护您的隐私，因为我们非常了解个人信息隐私的重要性。

This Privacy Policy sets out how we collect, hold, use and disclose your personal information. By visiting our website, requesting our services, applying for a job with us or otherwise providing us with your personal information, you consent to your personal information being collected, held, used and disclosed as set out in this Privacy Policy.

本隐私政策详细规定了我们会如何收集、持有、使用及披露您个人信息的相关内容。访问我们的官方网站，要求我们的服务，通过我司申请职位或以其它方式向我们提供您的个人信息，就构成您同意您的个人信息被根据本隐私政策收集、持有、使用和披露。

This Privacy Policy applies to all individuals (including our clients, the individuals whose personal information is collected from clients or other third parties, job applicants and prospective employees) who provide us with their personal information.

本隐私政策适用于任何向我司提供了其个人信息的人（包括我司客户、任何我司通过客户或其他第三方收集到其个人信息的自然人、职位申请者及潜在雇员）。

#### What personal information do we collect?

##### 我们收集哪些个人信息？

We collect personal information (including sensitive information, for example your health information) that is necessary for us to provide you with the services you request, manage your requests and improve our business. Such personal information usually includes your name, date of birth, address, email and telephone numbers. In addition, we may collect the following personal information:

我们收集对我们为您提供您所要求的服务、管理您的需求及提升服务质量来说必要的个人信息（包括敏感信息，比如您的健康状况）。该等个人信息通常包括您的姓名、出生日期、地址、电子邮箱以及电话号码。此外，我们可能会收集以下个人信息：

- **For recruitment purposes:** your previous work history, performance appraisals, qualifications, information about incidents in the workplace, health information, personal history, opinions from referees, information in relation to absences from work due to leave, illness or other causes and our assessment of you as a prospective candidate for recruitment including any psychometric or skills testing.  
为招聘目的：您之前的工作经历、业绩评估、专业资格、工作场合下的相关事件、健康情况、个人既往、推荐人意见、有关您因休假、疾病或其它原因而造成的缺勤情况以及我们对您作为潜在录用候选人的包括心理测试、技能测试在内的评估意见。
- **For payroll purposes:** your employment details, bank account details and other ancillary information that is required to fulfil contractual, legislative, filing and reporting obligations (including the payment of salary and wages).  
为薪酬目的：您的雇佣细节、银行账户信息以及其它在履行合同、法律、备案和报告义务（包括工资奖金等的支付）所要求的辅助信息。

#### How do we collect personal information?

##### 我们如何收集个人信息？

Where possible, we collect your personal information directly from you, for example in person, over the telephone, by email, when you set up an account with us or complete one of our online or hard copy forms or attend a group session at one of our assessment centres. We may record or listen to telephone calls between you and our consultants in order to improve our services. When this occurs, you have the chance either to end the call, or to ask to be transferred to another line where monitoring or recording does not take place (if this is available).

如果可能，我们会直接向您收集您的个人信息，比如当面、通过电话、电子邮件，当您在我司创建账户时或在线上或书面填写表格或到我们任一评估中心参加小组会议时。为提高服务质量，我们可能会对您和我们顾问的电话交谈进行录音或听取该谈话。发生这种情况时，您可以选择结束通话或要求转接到其它不会被监听或录音的电话线路上（如果可能的话）。

In most situations we will also obtain your personal information from third parties such as our clients, your referees, educational institutions and current and former employers.

在大多情况下，我们还会从第三方比如我们的客户、您的推荐人、教育机构以及目前或前任雇主处获取您的个人信息。

We may also automatically collect certain information when you visit our website, some of which may personally identify you. Such information includes the type of browser you are using, the type of operating system you are using, your IP address and how you use our website.

我们也可能在您访问我们的网站时自动收集您的相关信息，有些信息可能会有助于识别您的身份。该等信息包括您使用的浏览器类型、您使用的操作系统类型、您的IP地址以及您对我司网站的使用情况。

If you would like to access any of our services on an anonymous basis, please let us know in writing. If this is possible and lawful, we will take reasonable steps to comply with your request. However, if you choose not to provide us with your personal information we may not be able to provide you with the services or assistance you require, including arranging suitable interviews for you.

如果您希望匿名使用我们的服务，请以书面形式告知我们。如果这是合法且可行的，我们会采取合理措施以满足您的请求。但是，如果您选择不向我们提供您的个人信息，我们也许将无法向您提供您所希望的服务和协助，包括为您安排合适的面试。

If you provide us with personal information about another individual, before doing so you:

- must tell that individual that you will be providing their personal information to us and that we will handle their personal information in accordance with this Privacy Policy;
- must provide that individual with a copy of (or refer them to) this Privacy Policy; and
- warrant that you have that individual's consent to provide their personal information to us.  
如果您向我们提供的是他人的个人信息，在这样做之前，您应该：
- 告知该人您会将他的个人信息提供给我们以及我们会根据本隐私政策使用他的个人信息；
- 向该人提供一份本隐私政策的复印本（或提供本隐私政策供该人阅读）；以及
- 保证您有该人的许可将其个人信息提供给我们。

#### **Why do we collect personal information and how do we use it?**

**我们为什么要收集个人信息以及我们会如何使用个人信息？**

We collect your personal information and use it for the purpose for which it was provided to us, other related purposes (and, in the case of sensitive information, directly related purposes) or as permitted or required by law. Such purposes include:

- providing our clients and/or you with our services;
- facilitating placement operations and recruitment opportunities for job applicants, including assessing your application for employment with prospective employers and verifying your information;
- providing you with further information about the recruitment opportunities or services you requested;
- conducting surveys of job applicants in relation to the services we provide;
- providing you with information about Allegis and its activities that are of relevance to you (if you have consented to receive this); and
- any other purpose identified at the time of collecting your personal information.

我们按您把个人信息提供给我们的目的、其它相关目的（以及，如果是敏感信息，则为直接相关目的）或按法律允许或要求收集您的个人信息并进行使用。该等目的包括：

- 向我们的客户和/或您提供服务；
- 针对职位申请者开展寻访活动及提供招聘机会，包括为潜在雇主评估您的职位申请及对您的信息进行验证；
- 根据您的要求为您提供有关招聘机会或服务的进一步信息；
- 在与我们所提供服务有关的范围内对应聘候选人开展调查；
- 向您提供与您有关（如果您同意接收此类信息）的 Allegis 及其活动的资讯；以及
- 在向您收集个人信息时表明的任何其它目的。

#### **When do we disclose your personal information?**

**我们会在何时披露您的个人信息？**

Any personal information you provide to us may be disclosed, if appropriate, to third parties for the purpose of facilitating placement operations, verifying your details, providing payroll services, marketing our services and managing our business. Such third parties may include:

- any of our related entities, affiliates and agents;
- our clients, including your prospective employers and external organisations seeking labour;
- educational institutions and background screening providers to verify your qualifications;
- your referees and current and former employers;
- our third party service providers, contractors and suppliers (such as our IT service providers for hosting databases);
- our professional advisors including our accountants, auditors and lawyers; and
- any other third parties notified to you at the time of collecting your personal information.

为了寻访职位候选人、验证您的个人信息、提供薪酬支付服务、营销我们的服务和管理相关业务的目的，在适当情况下，您向我们提供的任何个人信息有可能被向第三方披露。第三方可能包括：

- 任何我们的关联企业、附属机构和代理机构；
- 我们的客户，包括您的潜在雇主和其他寻找劳动者的组织；
- 教育机构和背景审查公司以核实您的资历背景；
- 您的推荐人以及现在和从前的雇主；
- 我们的第三方服务提供商、承包商及供应商（比如负责我们数据库托管的 IT 服务提供商）；
- 我们的专业顾问包括会计师、审计师和律师；以及
- 在向您收集个人信息时告知您的任何其它第三方。

It is also possible, though unlikely, that we might be forced to disclose personal information in response to legal process or when we believe in good faith that the law requires it, for example, in response to a court order, subpoena or a law enforcement agency's request.

此外还有可能，尽管发生概率较小，我们可能会应法律程序要求或在我们出于善意相信法律有如此要求时披露个人信息，例如，应对法庭命令，传票或应执法机构的请求而披露。

We will only disclose your sensitive information (for example, health information) for the purposes for which it was initially collected, other directly related purposes or purposes to which you otherwise consent.

仅在符合最初收集时的目的，其它直接相关目的或您另外同意了的目的的情况下，我们才会披露您的敏感信息（比如，健康情况）。

#### Do we send information overseas?

我们是否会将信息发送到海外？

We may store your information in our data storage facilities overseas which may be located in Australia, the United States of America, Philippines, Malaysia and New Zealand. Your information may be accessed by members of the Allegis Group in APAC, including in China, Malaysia, Singapore, Hong Kong, Japan, Australia, New Zealand and the Philippines. We will take reasonable steps to ensure that the overseas recipient complies with the Laws and this Privacy Policy (for example by putting in place appropriate contractual arrangements with the recipient to safeguard your privacy).

我们可能会将您的信息储存在我们海外的数据储存装置中，这些数据库可能位于澳大利亚、美国、菲律宾、马来西亚和新西兰。亚太区艾利安集团，包括中国、马来西亚、新加坡、香港、日本、澳大利亚、新西兰和菲律宾，的成员可以查看到您的信息。我们会采取合理措施以确保海外信息接收方会遵守法律及本隐私政策（例如与信息接收方通过签署适当的合同安排以保证您的隐私安全）。

#### Accuracy, access to and correction of your personal information

您个人信息的准确性、查看途径及更正

We will take reasonable steps to ensure that the personal information that we hold is accurate, complete and up to date. Please contact us using the contact details below if your details have or are about to change, or if you wish to otherwise update or correct your personal information.

我们会采取合理措施来确保我们所持有个人信息的准确、完整和及时更新。如您的信息有过或将有任何变更，或是如果您希望对您的个人信息做任何更新或更正，请通过以下联系方式联系我们。

We will, on request, provide you with access to the personal information we hold about you unless otherwise required or permitted by law. If we deny access to information we will set out our reasons for doing so.

应您要求，我们会容许您查看我们所持有的关于您个人信息，除非这与法律要求或许可相抵触。如果我们拒绝了您查看该信息，我们会告知您我们这样做的理由。

If you would like to access your personal information, please make your request in writing addressed to our Privacy Officer using the contact details below and provide proof of your identity.

如果您希望查看您的个人信息，请以书面形式通过以下联系方式向我们的隐私主管提出请求，并提供您的身份证明。

#### Security of your information

您的信息的安全性

We will take all reasonable steps to secure your personal information that we collect and hold. Electronic information is protected by various security measures and access to information and databases are restricted to authorised personnel that need access to the information in order to perform their duties.

我们会采取所有合理措施以确保我们所收集并持有的关于您的个人信息的安全性。电子信息由多重安全措施防护，并且对信息和数据库的登录访问仅限于确有必要查看该等信息以完成其工作职责的有授权的员工。

All electronically captured job applicant and client data is passed through a secure site using encryption technology to ensure your personal information is protected if it is sent over the internet.

It is your responsibility to ensure you protect your personal information (for example, by protecting any usernames and passwords) and you should notify us as soon as possible if you become aware of a security breach.

所有由电子渠道获得的职位申请人和客户数据是通过一个使用加密技术的安全网站进行传递的，以确保在通过互联网发送时您的个人信息是受保护的。您有责任确保您对您个人信息采取了保护（比如，妥善保管您所持有的任何用户名和密码）并且如果您发现任何安全漏洞应尽快通过我们。

If at any time you no longer require our services and wish to delete your online account and personal information with us, please contact us by sending a message to the email address below. We will take reasonable steps to delete your account and information in response to such a request.

如果在任何时候您不再需要我们的服务，并希望删除您的在线账户及您向我们提供的您的个人信息，请通过以下的电邮地址与我们联系。为响应您的请求，我们会采取合理的行动以删除您的账户及个人信息。

## Complaints 投诉

If you wish to make a complaint about a breach of this Privacy Policy or the privacy principles under the Laws, you can contact us using the contact details below. You will need to provide us with sufficient details regarding your complaint as well as any supporting evidence and/or information.

如果您希望对违反本隐私政策或法律所规定隐私原则的行为进行投诉，您可以通过以下联络方式和我们取得联系。关于您的投诉，您需要向我们提供充分的细节、证据支持和/或信息。

We will refer your complaint to our Privacy Officer who will investigate the issue within a reasonable time frame, which is usually 30 days but may be longer if the matter is complex. Our Privacy Officer will determine the steps (if any) that we will undertake to resolve your complaint. Such steps may include discussing the options for resolving the complaint with you, notifying relevant employees the subject of a complaint and seeking their input or escalation.

我们会将您的投诉交由我们的隐私主管处理，隐私主管会在合理的时限内，通常是30日但如果事由复杂有可能会花更长时间，调查该问题。隐私主管会决定我们将采取何等措施（如有）来解决您所投诉的问题。该等措施可能包括与您讨论投诉的解决方案，通知相关工作人员投诉事由并了解他们的说法或升级处理。

We will contact you if we require any additional information from you and will notify you in writing of the outcome of our investigation. If you are not satisfied with our determination, you can contact us to discuss your concerns or complain to the local telecommunication management authority.

如果我们需要从您处了解任何额外的信息，我们会与您联系，并以书面形式告知您我们的调查结果。如果您对我们的决定不满意，您可以联系我们并与当地的电信管理局讨论您的问题或向他们投诉。

## Revisions to this Privacy Policy 本隐私政策的修订

We reserve the right to revise this Privacy Policy or any part of it from time to time. Please review this Privacy Policy periodically for changes. If we make material changes to this Privacy Policy, we will notify you by putting a notice on the "Home" page of our website [www.allegisgroup.com](http://www.allegisgroup.com).

我们保留不时修订本隐私政策或对其任何部分作改动的权利。请不时察看本隐私政策的修订内容。如我们对本隐私政策作出重大变动，我们会通过在官方网站主页发布通知的形式对您进行告知 [www.allegisgroup.com](http://www.allegisgroup.com)。

Your continued use of our website, products, services or provision of further personal information to us once you have been notified of the revised Privacy Policy constitutes your deemed acceptance of the revised Privacy Policy.

您在获悉该修订版隐私政策后继续使用我司网站、产品、服务或进一步向我们提供您个人信息的行为被视为您对该修订版隐私政策内容的接受。

In case of any conflict or inconsistency between the English and Chinese versions of this Privacy Policy, the English version shall prevail.

如果本隐私政策的中文和英文版本有任何冲突和不一致的情况，以英文版本为准。

## How to contact us 如何联络我们

If you would like more information about our privacy practices or have any questions in relation to this Privacy Policy, please contact our Privacy Officer using the contact details shown below:

如果您希望获取更多有关我们隐私政策的信息或有任何有关本隐私政策的问题，请按以下方式联系我司负责隐私主管：

[Corp.hrsupport@allegisgroup.com](mailto:Corp.hrsupport@allegisgroup.com)

## PRIVACY DECLARATION & CONSENT FOR CANDIDATES

### 隐私声明和求职者同意

I understand that the information I have provided, or will provide, has been or will be collected by Allegis Talent Consultancy (Shanghai) Co. Ltd, Talent2 Guangzhou Co. Ltd and Allegis BN Human Resources Consultants Ltd ("Allegis") for the purposes of assessing and facilitating my application for employment with prospective employers. I acknowledge that failure to provide any lawfully requested information may result in my application being unsuccessful.

本人理解，我所提供或将提供的信息，已经或将由邀聚士人才咨询（上海）有限公司、广州市柏天人力资源服务有限公司、和艾利安人才服务（上海）有限公司收集（“Allegis”），目的为评估和帮助我向潜在雇主的就业申请。本人知道如未能提供任何合法要求的资料，可能会导致我的申请不成功。

I declare that the information supplied by me concerning my application(s) for employment is a true and accurate account of my work history and that I have not left out any relevant information with regards to my work history or assessment of my work performance.

本人声明就我的就业申请所提供工作经历中的信息是本人真实、准确的工作历史，我没有遗漏任何有关我工作经历或工作表现评估的相关资料。

I authorise Allegis to communicate either orally or in writing with my previous employers, nominated referees and nominated educational institutions, to verify my personal history and character, employment work history, work performance, work incidents and/or stated qualifications, as Allegis deems necessary for the purposes of collecting personal information about me and subsequently assessing and facilitating my application for employment with prospective employers.

如 Allegis 认为有必要，本人授权 Allegis 为了收集我的个人信息并随后作出评估和促进我向潜在雇主就业申请的目的，与我的前雇主、提名的推荐人和提名的教育机构，通过口头或书面沟通以验证我的个人经历和性格、就业工作史、工作表现、工作事件和/或相关的资历资格。

#### Privacy Policy

I acknowledge that I have read and understood the Privacy Policy of Allegis which explains how Allegis complies with its obligations under the relevant PRC laws and regulations.

隐私政策

本人确认我已阅读并理解 Allegis 提供给我的隐私政策，该政策说明 Allegis 如何遵守相关的中华人民共和国法律和法规项下其应承担的义务。

#### Collection of Information from Referees and Disclosure to Prospective Employers

I understand that Allegis will contact the referees and individuals nominated by me, including the referees nominated in my Application Form, in order to verify the information provided by me and to collect additional personal information about me. I understand that the information, including personal and sensitive information, collected by Allegis may be provided to prospective employers, for the purpose of assessing my application for employment.

从推荐人处收集信息以及向未来雇主披露信息

本人理解，为了验证本人所提供的信息和收集额外的关于我的个人信息，Allegis 将联系推荐人和被我提名的个人，包括在我申请表里提名的咨询人。我理解 Allegis 收集的信息包括个人信息和敏感信息，可能会为了评估我的求职申请的目的而提供给潜在雇主。

#### Access to and Correction of my Personal Information

I understand that, subject to any agreed or lawful exceptions, I have a right to access and copy my personal information held by Allegis, by contacting Allegis, and that I have a right to correct any incorrect information held by Allegis about me.

本人个人信息的获取和更正本人明白，受限于任何约定的或法定的例外，我有权获得和复制由 Allegis 持有的我的个人信息，以及通过联系 Allegis，我有权纠正任何 Allegis 所持有的有关我的错误信息。

#### CONSENT

同意

(tick if agreed) \* / (如果同意的话请标注上√) \*

I have read and understood this Declaration and the Privacy Policy of Allegis, and I consent to Allegis collecting my personal and sensitive information in accordance with the terms and conditions of this Declaration and the Allegis Privacy Policy.

本人已阅读并理解本声明及该 Allegis 隐私政策，本人同意 Allegis 按照本声明及该 Allegis 隐私政策的条款和条件，收集我的个人信息和敏感信息。

I hereby authorise Allegis to disclose that personal information to prospective employers **that are agreed to by me** for the purpose of assessing my application for employment.

本人在此授权 Allegis 向我同意的潜在雇主披露我的个人信息，以评估我的求职申请。

In the event that my application is unsuccessful for my nominated position or positions, I acknowledge and consent to my personal information being retained in my confidential personnel file maintained by Allegis and used to consider my suitability for other positions with prospective employers.

如果就某指定的职位我的申请不成功，我知道并同意我的个人信息将被保留在由 Allegis 持有的我的机密人事档案里并用于衡量我与潜在雇主其它职位的匹配度。

I have provided details of my personal email address to Allegis. I consent to Allegis contacting me on my email address to provide me with ongoing information regarding career opportunities as they arise, and other information about Allegis and its activities.

我已经向 Allegis 提供了我的个人电子邮箱地址。我同意 Allegis 通过我的电子邮件地址与我联系，以持续向我提供关于不时出现的就业机会的信息，以及有关 Allegis 和其活动的其它信息。



I agree to Allegis storing my personal and sensitive information in its data centres which may be located offshore in the Philippines, the USA, New Zealand, Malaysia and Australia.

我同意 Allegis 向在其可能位于菲律宾、美国、新西兰、马来西亚和澳大利亚的离岸数据中心传送及存储我的个人信息和敏感信息。

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Candidate signature

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Candidate name

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Date