

[Nov 2024]

【2024 年 11 月】

Personal Information Protection Notice and Consent Form

个人信息保护告知同意书

Dear Employee,

致员工：

At Evonik, we respect and are committed to protecting your personal information and your right to privacy. The purpose of this Personal Information Protection Notice and Consent Form (the “**Notice**”) is to:

在赢创，我们尊重并致力于保护您的个人信息和隐私权。本个人信息保护告知同意书（以下简称“**告知书**”）旨在：

- explain how we collect, use, store, share, and transmit your personal information and how we protect it;
解释我们如何收集、使用、存储、共享和传输您的个人信息，以及我们如何保护这些信息；
- obtain your consent for these activities in accordance with the Personal Information Protection Law of People’s Republic of China (“**PIPL**”) and other applicable laws and regulations;
根据《中华人民共和国个人信息保护法》（“**个保法**”）及其他适用法律和法规，就这些活动征得您的同意；
- explain your rights and obligations as the owner of your personal information.
解释您作为个人信息主体的权利和义务。

1 The Company 公司

Your employing unit is a member of the Evonik group of companies (“**Evonik Group**”) headed by Evonik Industries AG, Essen, Germany (hereinafter also referred to as the “**Company**”, or “**we**”). We are a processor of personal information within the meaning of the PIPL.

您的用人单位是以 Evonik Industries AG (德国, 埃森) 为总部的赢创集团公司 (“**赢创集团**”) 的成员单位 (以下简称 “**公司**” 或者 “**我们**”)。根据个保法, 我们是个人信息的处理者。

2 **Scope and types of personal information** 个人信息的范围和种类

The personal information we collect includes, but is not limited to: your name, date of birth, ID (passport) number, personal address and phone number, compensation information, education and work history. The detailed scope of personal information to be processed by the Company can be found in **Attachment I** to this Notice.

我们收集的个人信息包括但不限于: 您的姓名、出生日期、身份证 (护照) 号码、个人地址和电话号码、薪酬信息、教育背景和工作经历。公司处理个人信息的详细范围见本告知书**附件一**。

The information we collect includes both non-sensitive and sensitive personal information.

我们收集的信息包括非敏感和敏感个人信息。

3 **Purposes of processing your personal information** 处理您个人信息的目的

- 3.1 We collect, process, use, disclose and transfer your personal information for the administration of the employment relationship and for business and operational purposes that are related to your position and your duties at the Company as set out below:

我们收集、处理、使用、披露和传输您的个人信息, 是出于劳动关系管理, 以及与您在公司所处职位和职责相关的业务和运营目的, 具体如下:

- (1) **Human resource management:** human resources planning; recruitment, conclusion, performance, and termination of employment contracts; payroll and benefits administration, calculating special leave entitlements, attendance monitoring; individual income tax and social insurance compliance; performance reviews; performance management; staff development and training; enabling communication with emergency contacts provided by you; business travel management; supporting work permit procedures; supporting internal security and access controls; worker health and safety management; drug and alcohol testing.

人力资源管理：人力资源规划；招聘、劳动合同的订立、履行和终止；薪酬和福利管理、计算特殊休假待遇、考勤监控；个人所得税和社会保险合规；绩效考核；绩效管理；员工发展和培训；与您提供的紧急联系人进行沟通；商务旅行管理；支持工作许可程序；支持内部安全和访问控制；员工健康和安全管理；药物和酒精测试。

- (2) **Management of enterprise IT systems and digital collaboration:** managing on- and offboarding processes within the Company's and the Evonik Group's IT systems and the Group intranet; implementation of role-based access controls; enabling the use of digital collaboration and communications tools, such as email and video-conferencing, throughout the Evonik Group; monitoring and logging the use of IT systems, applications, the internet/web.

企业 IT 系统和数字协作管理：管理公司和赢创集团 IT 系统及集团内网的入职和离职流程；实施基于职责的访问控制；在整个赢创集团推广使用数字协作和通信工具，如电子邮件和视频会议；监控和记录 IT 系统、应用程序、互联网/网络的使用情况。

- (3) **Finance:** using the Company's system for financial accounting and reporting within the Evonik Group (for members of the finance team).

财务管理：在赢创集团内部使用公司的财务会计和报告系统（针对财务团队成员）。

- (4) **Compliance audits and investigations:** reviewing and transferring your information to facilitate background checks; fraud and compliance investigations, eg following whistle-blower complaints; responding to official requests for information.

合规性审计和调查：审查和传输您的信息，以便进行背景调查；欺诈和合规性调查，例如在举报人投诉后进行调查；回应官方的信息请求。

- (5) **Business development and operations:** using your contact information as part of vendor and customer relationship management of the Company as well as affiliates within the Evonik Group; obtaining security clearances for certain purposes/customers; using your image in marketing materials; fulfilling regulatory requirements (eg for operational permits, research grants, etc).

业务开发和运营：将您的联系信息作为本公司以及赢创集团内关联公司的供应商和客户关系管理；为特定目的/客户获取安全许可；在营销材料中使用您的形象；满足监管要求（如运营许可、研究拨款等）。

- (6) **Work place safety and anti-terrorism protection:** surveillance video and location tracking information at some production sites to ensure occupational

health and safety, environmental protection, overall site security, and threat detection in sensitive areas in compliance with regulatory requirements.

工作场所安全和反恐保护：在一些生产场所搜集监控视频和位置跟踪信息，以确保职业健康和安全、环境保护、整体场所安全以及敏感区域的威胁检测符合法规要求。

- 3.2 We will not process or transfer any of your personal information for any purposes other than those stated above or otherwise notified.

除上述目的或另行告知的目的外，我们不会处理或传输您的任何个人信息。

4 Methods of processing personal information 处理个人信息的方式

- 4.1 We collect personal information through electronic or written forms, including information that you provide directly and data generated in the course of your employment.

我们通过电子或书面形式收集个人信息，包括您直接提供的信息和您在工作过程中生成的数据。

- 4.2 We may share your personal information with third-party service providers (e.g., healthcare providers, insurance companies, human resources management companies) or export it when necessary for the operation of the business (as further explained in section 5 below).

我们可能会与第三方服务提供商（如医疗保健提供商、保险公司、人力资源管理公司）共享您的个人信息，或在业务运营需要时将其传输出境（详见下文第 5 节）。

- 4.3 Your personal information will be securely stored within the databases owned by us, our affiliates within the Evonik Group, or authorized cloud service providers.

您的个人信息将被安全地保存在我们、赢创集团内的关联公司或授权云服务提供商所拥有的数据库中。

5 Cross-border processing of your personal information 跨境处理您的个人信息

- 5.1 We use the IT systems and resources provided by Evonik Industries AG and used throughout the Evonik Group, including the enterprise software solutions for enterprise resource planning, supply chain management, financial management, office productivity, digital collaboration and communication software (Microsoft 365, etc.), IT systems and device management software, and IT security solutions.

Evonik Industries AG provides the above software solutions to us as an entrusted person processor. The deployment and use of these computing resources requires the transfer of your personal information.

我们使用 Evonik Industries AG 提供的、在赢创集团内部使用的 IT 系统和资源，包括用于企业资源规划、供应链管理、财务管理、办公效率、数字协作和通信软件（Microsoft 365 等）、IT 系统和设备管理软件以及 IT 安全解决方案的企业软件解决方案。Evonik Industries AG 作为受托人处理者向我们提供上述软件解决方案。部署和使用这些计算资源需要传输您的个人信息。

5.2 Evonik Industries AG may share some of your personal information, such as your name and contact information with other members of the Evonik Group.

Evonik Industries AG 可能会与赢创集团的其他成员共享您的某些个人信息，例如您的姓名和联系信息。

5.3 We ensure that the cross-border processing of your personal information fully complies with the PIPL and other applicable laws and regulations. To guarantee the highest level of protection for your data during transit and overseas processing, we implement the following measures:

我们确保对您个人信息的跨境处理完全符合个保法及其他适用法律和法规的规定。为确保您的数据在传输和境外处理过程中得到最高级别的保护，我们采取了以下措施：

- We conduct a personal information protection impact assessment to assess risks that your data may be exposed to and adopt risk-mitigating measures;

我们进行个人信息保护影响评估，以评估您的数据可能面临的风险，并采取风险减轻措施；

- We verify that the laws and regulations of the destination country or region, in particular the laws applicable in the European Union, afford a protection that is on a par with Chinese laws and regulations.

我们核实目的地国家或地区的法律法规，特别是欧盟适用的法律法规，提供与中国法律法规同等的保护。

- We adopt and we require Evonik Industries AG to adopt appropriate technical and management measures to safeguard the personal information of our employees.

我们采取并要求 Evonik Industries AG 采取适当的技术和管理措施来保护我们员工的个人信息。

- We ensure that Evonik Industries AG is accountable to safeguard your rights under the PIPL, as detailed further below.

我们确保 Evonik Industries AG 负责维护您在个保法下的权利，详见下文。

6 Data Retention Period

数据保留期

Your personal information will be retained for the duration of your employment and up to 10 years after the termination of your employment, or longer if required by the applicable laws and regulations. After employment termination, your data will be used solely for archiving purposes and to comply with statutory obligations.

您的个人信息将在您劳动期间保留，并在您劳动关系终止后保留长达 10 年，或根据适用法律和法规的要求保留更长时间。劳动关系终止后，您的数据将仅用于存档和履行法定义务。

7 Your rights as the owner of your personal information

您作为个人信息主体的权利

Under the PIPL, you have the right to control the use of your personal information by the Company and to protect your interests in the following ways:

根据个保法，您有权控制公司使用您个人信息的方式，并可以通过以下方式保护您的利益：

7.1 You have the right to access your personal information, to be informed about the purposes of the processing, about any transfers to other parties and about the duration of storage.

您有权访问您的个人信息，有权了解处理目的、向其他方的任何传输情况以及存储期限。

7.2 You may request correction of any inaccuracies in the personal information held by the Company.

您可以要求更正公司所持有的您个人信息中的任何不准确之处。

7.3 You may request deletion or restriction of the processing of your personal information, unless there is a statutory basis for the Company to process your information, such as information that is necessary for the Company's human resources management or for the performance of your employment contract with us.

您可以要求删除或限制处理您的个人信息，除非公司处理您的信息有法定基础，例如公司人力资源管理或履行您与我们的劳动合同所必需的信息。

7.4 You may request that decisions with a significant impact on the employment relationship are not made solely through automated decision-making.

您可以要求对劳动关系有重大影响的决定不完全通过自动决策做出。

- 7.5 You have a right to request a copy of the “Standard Contract” between us and Evonik Industries AG governing the overseas processing of your personal information.

您有权索取我们与 Evonik Industries AG 之间关于您个人信息境外处理的“标准合同”副本。

8 Validity period and updates **有效期和更新**

- 8.1 Your consent to the processing of your personal information, once it is provided to us, shall remain valid until the date of termination of your employment with the Company or any other member of the Evonik Group.

您一旦同意我们处理您的个人信息，该同意将一直有效，直至您与本公司或赢创集团的任何其他成员公司终止劳动关系之日为止。

- 8.2 We will update the Company’s personal information protection policies from time to time to reflect changes in legal requirements, in the business environment, or in our data processing practices. We will inform you about such updates through your email box, the Company intranet, or other suitable forms.

我们将不时更新公司的个人信息保护政策，以反映法律要求、商业环境或我们数据处理实践的变化。我们将通过您的电子邮箱、公司内部网或其他适当形式告知您有关更新的信息。

Where such changes affect your rights and interests relating to the protection of your personal information, for example where the Company or a party with whom we share your personal data changes the purpose for which it is processed, we will ask for your consent, but only to the extent that the legal basis for the processing is your consent.

如果此类更新影响到您在个人信息保护方面的权利和利益，例如，公司或我们与之共享您的个人数据的一方改变了处理数据的目的，我们将征求您的同意，但仅限于以您的同意作为处理数据的法律依据的情况。

9 Contact information

联系方式

If you have concerns or complaints regarding the processing of your personal information by the Company or any other Evonik Group company, please reach out to our personal information protection team using the contact details provided below. We also welcome any suggestions that you may have.

如果您对本公司或赢创集团任何其他公司处理您的个人信息有任何疑问或投诉，请通过以下联系方式联系我们的个人信息保护团队。我们同样欢迎您提出任何建议。

Evonik Specialty Chemicals (Shanghai) Co., Ltd.

赢创特种化学（上海）有限公司

Email/邮箱 data-privacy-china@evonik.com

Address/地址 Shanghai, Shanghai Chemical Industry Zone, Lianhe Road 68,
Postal Code: 201507/上海，上海化学工业区联合路 68 号，邮编：
201507

Evonik Industries AG

Email/邮箱 privacy-policy@evonik.com

Address/地址 Rellinghauser Straße 1-11, 45128 Essen, Germany

Declaration of consent

同意声明

By signing below, I acknowledge and confirm that:

通过在下方签名，我承认并确认：

I have carefully read and fully understand all details in the above Notice regarding the collection, use, storage, processing, transfer and export of my personal information, including my sensitive personal information (including information provided by me or generated during work).

我已仔细阅读并完全理解上述告知书中有关收集、使用、存储、处理、传输（包括跨境传输）我的个人信息，包括我的敏感个人信息（包括由我提供或在工作中产生的信息）的所有细节。

The information I have or will provide to the Company shall be true, accurate, and lawful. I will promptly notify the Company of any updates to my personal information.

我已经或将要向公司提供的信息应真实、准确、合法。如果我的个人信息有任何更新，我将及时通知公司。

I consent to the processing of my personal information in the manner described in the Notice.

我同意按照本告知书所述方式处理我的个人信息。

I consent to the processing of **sensitive personal information** as described in Attachment I to this Notice.

我同意按照本告知书附件一中所述处理**敏感个人信息**。

I consent to the provision of my personal information **to third parties** as specified in the above Notice.

我同意按照上述告知书所述向**第三方**提供我的个人信息。

I consent to the **overseas transfer** of my personal information as described in the Notice.

我同意按照本告知书所述将我的个人信息**传输到境外**。

- To the extent that I have provided or will provide personal information about my spouse or other family members, I have permission to do so.

已经提供或将要提供有关我的配偶或其他家庭成员的个人信息，我已获得许可。

Signed by/签字: _____

Name (printed) / 姓名（正楷）：

Company ID / 员工号：

ID No. or Passport No / 身份证号或护照号：

Date/日期：

Attachment I: Scope of the Personal Information and Sensitive Personal Information

附件一:个人信息及敏感个人信息的范围

Your personal information

您的个人信息包括:

Name 姓名, Company ID 员工号, Date of Birth 生日, Gender 性别, Nationality 国籍, ID/Passport information 身份证/护照信息, Photo 照片, Civil status 婚姻状况, Education 学历, Diploma 文凭, Professional skills certificate 职业技能证书, Training Records 培训记录, Family members 家庭成员, Personal resume 个人简历, Health report 体检报告, Medical records/Sick-leave certificates 病历/病假单, Join date 入职日期, Job title at Evonik 赢创职位, Location 工作地, Pre-Employer 前雇主, Phone number 电话, Permanent residence address 户籍地址, Email address 邮箱地址, Contact/Home address 联系/家庭地址, Emergency contact name and contact information 紧急联系人姓名及联系方式, Bank account 银行账号, Base salary and other remuneration components information 基本工资以及其他薪酬构成信息, Social insurance and public housing fund information 社保公积金信息, Business trip accommodation information 出差住宿信息, your voice and image (audio-visual data) 您的声音和图像 (视听数据), web activity logs, connection times and device information 日志数据, 包括连接时间和设备信息。

Your Sensitive Personal Information

您的敏感个人信息包括:

ID card / Passport 身份证/护照, Civil status 婚姻状况, ID information of family members 家庭成员身份信息, Health report 体检报告, Medical records/Sick-leave certificates 病历/病假单, Bank account 银行账号, Social insurance and public housing fund information 社保公积金信息, Business trip accommodation information 出差住宿信息, Surveillance video, facial recognition and location tracking information (at certain production sites only) 监控视频, 面部识别和位置跟踪信息 (仅在部分生产基地内)。