

KDI China Employee Privacy Notice



KONGSBERG

康士伯数字中国员工隐私政策

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Kongsberg Digital Technology Service (Beijing) Co., Ltd. (“**KDI China**” or “**We**”) are committed to being responsible for processing your personal information.

康士伯数字技术服务（北京）有限公司（“**康士伯数字中国**”或“**我们**”）承诺将负责地处理您的个人信息。

Before you use or submit any information, please carefully review this Privacy Notice (this “**Notice**”). We will continue to evaluate this Notice to reflect our personal information processing activities, and we may make changes to this Notice accordingly. Any changes will be made on this page, and you should check this page periodically for updates. If we make material changes to this Notice, we will provide you with notice when required by law.

在使用和提供任何个人信息之前，请您仔细阅读本隐私政策（以下简称“**政策**”）。我们会持续评估本政策，使其充分反映我们的个人信息处理活动，并且我们会根据服务的更新情况，适时修改本政策的条款。您应定期检查此页面以获取政策的更新。如果我们对本政策做出重大变更，我们会依照法律的要求向您发出通知。

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1. Application and definition

1. 适用范围和定义

This Notice governs and describes KDI China's practices (as a personal information processor under China's data and privacy law) in connection with personal information that we collect and process from our employees in Mainland China.

本政策描述了康士伯数字中国作为中国数据和隐私法项下的个人信息处理者, 在您与我们存在雇佣关系时, 如何处理您的个人信息。

Definitions of "personal information", "sensitive personal information", and "processing" in this Notice are set out as follows and are consistent with the definitions in the relevant laws.

本政策中的“个人信息”、“敏感个人信息”以及“处理”定义与相关法律中的定义一致, 具体如下:

- **Personal information:** refers to various types of information recorded in electronic or other ways that are related to an identified or identifiable natural person, but excluding anonymized information.

“个人信息”是指以电子或者其他方式记录的与已识别或者可识别的自然人有关的各种信息, 不包括匿名化处理后的信息。

- **Personal information processor:** refers to an organization or individual that independently decides on the processing purposes and processing methods during personal information processing activities.

“个人信息处理者”是指在个人信息处理活动中独立决定处理目的和处理方法的组织或个人。

- **Sensitive personal information:** refers to personal information that, if leaked or used illegally, may easily lead to an infringement upon the human dignity of a natural person or endangerment of the safety of his/her body or property, including information on biometric identification, religious beliefs, specific identity, health care, financial accounts, and personal whereabouts, and personal information of minors under the age of fourteen. **Sensitive personal information is in bold and underlined to draw your attention.**

“敏感个人信息”是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, 包括生物识别、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。对于敏感个人信息, **我们将会以加粗下划线的方式提醒您注意。**

- **Processing:** includes personal information collection, storage, use, processing, transmission, provision, disclosure and deletion, etc.

个人信息的“处理”包括个人信息的收集、存储、使用、加工、传输、提供、公开、删除等。

2. How we collect and use your personal information

2. 我们如何收集和使用您的个人信息

We will only collect and process your personal information for the following purposes described in this Notice in accordance with the principles of lawfulness, legitimacy, necessity and good faith and in compliance with applicable laws and regulations.

我们将秉持合法、正当、必要原则，遵守适用法律法规的要求，基于下述目的收集和使用您的信息：

2.1. Human Resources Management

2.1. 人力资源管理

- When you are on boarding, for the purpose of establishing employment contract or dispatch agreement with you, we will collect and use your name, **ID number**, **passport number**, gender, age, phone number, **address**, email address, diploma, employment certificate, **crime record**, **health check of occupational disease** and salary information.

在您入职时，为了与您签署劳动合同或派遣协议，我们需要收集您的姓名、**身份证号码**、**护照号码**、性别、年龄、手机号码、**地址**、电子邮件地址、教育背景、就职证明、**犯罪记录**、**职业病健康检查信息**和工资信息。

- After you are onboarded, for the purpose of issuing the certificate of employment (i.e., certificate of employment and working injury report, work and residence permits and housing rental services for foreigners, urban residence permits and household registration), we may need to collect and use your name, **ID number**, **passport number**, gender, position, date of employment, attendance record, sick leave certificate, **medical record**, age, nationality, marital status, phone number, address, email address, education record, employment record, family information, emergency contact person, **crime record**, **health check record**, salary information, **bank account**.

在您入职后，为了帮助您开具相关文件（如雇佣证明、工伤报告、外籍人士的工作许可和居留许可及房屋租赁服务、城市居住证和户口），我们需要收集您的姓名、**身份证号码**、**护照号码**、性别、职位、入职日期、考勤、病假证明、**医疗报告**、年龄、国籍、婚姻状况、电话号码、地址、电子邮件地址、教育记录、就业记录、家庭信息、紧急联系人、**犯罪记录**、**健康检查记录**、工资信息和**银行账户**。

- After you are onboarded, for the purpose of human resource planning (i.e., conducting internal communication, training, promotion, demotion, transfer and performance review, access card), we will collect and use your name, gender, age, phone number, electronic photo, education record, employment record, position, career development history within company (competence record, training record), salary information, work hours overview and task details.

在您入职后，为了进行人力资源管理（如进行内部交流、培训、晋升、降职、调职、绩效审查、办理门禁卡），我们需要收集您的姓名、性别、年龄、电话、电子照片、教育记录、就业记录、职位、在公司的职业发展历史（能力记录、培训记录）、工资信息、工作时长概览和任务细节。

- After you are onboarded, for the purpose of project resource planning, we will collect and use your name, phone number, email, education, past experience, age and education diplomas.

在您入职后，为了就特定项目进行人力资源管理，我们需要收集您的姓名、电话、电子邮件地址、教育背景、工作背景、年龄以及学位证书。

- At the time of your departure, for the purpose of checking out with you, we will collect and use your name, **ID number, passport number**, gender, age, phone number, address, email address, diploma, employment certificate, crime record, **health check of occupational disease** and salary information.

在您离职时，为了与您办理离职手续，我们需要收集您的姓名、**身份证号码、护照号码**、性别、年龄、手机号码、地址、电子邮件地址、教育背景、**就职证明、犯罪记录、职业病健康检查信息**和工资信息。

- After your departure, in order to cooperate with your background check, we will collect and use your name, **ID number, passport number**, position, period of employment and performance.

在您离职后，为了配合您进行背景调查，我们需要收集您的姓名、**身份证号码、护照号码**、职位、工作期限和工作表现。

2.2. Payroll and Benefits

2.2. 薪资和福利

- When you are paid by us with salary, for the purpose of paying your monthly salary, overtime pay, bonuses and reimbursements for expenses, we will collect and use your name, **ID number, passport number, bank account details, housing fund account**, salary information, pension contributions, tax and **national insurance**, attendance, holiday, sick leave certificate, **medical record**, other absences and reimbursement details.

当我们向您支付工资时，为了支付您的月工资、加班补贴、奖金和报销费用，我们将收集和使用您的姓名、**身份证号码、护照号码、银行账户信息、住房公积金账户**、工资信息、养老金缴款、税收和**国家保险**、出勤、假期、病假证明、**医疗记录**、其他缺勤情况和报销信息。

- When you are paid by us with salary, for the purpose of handling your social insurance, housing fund and individual income tax report, we will collect and use your name, **ID number, passport number, bank account details, housing fund account**, salary information, pension contributions, tax and **national insurance**.

当我们向您支付工资时，为了帮助您缴纳社会保险、住房基金和个人所得税，我们将收集和使用您的姓名、**身份证号码、护照号码、银行账户信息、住房公积金账户**、工资信息、养老金缴款、税收和**国家保险**。

- If you are entitled to the supplementary medical insurance, for the purpose of issuing supplementary medical insurance to you, we will collect and use your name, **ID number, passport number**, gender, phone number. If you wish to take out medical insurance for your **children**, we may need you to provide us with your **child information** (if applicable). **You understand and acknowledge that if you obtain business insurance for your family members, you may be required to provide us with information about your family members, and that you should ensure that you have obtained valid consent from the insured person when you provide us or the insurer with your family member's personal information. If you provide us with personal information of a child under the age of 14, please ensure that you are the parent or guardian of the child or have obtained the consent of the parent or guardian of the child.**

如您享有额外医疗保险时，为了向您发放医疗保险，我们将收集和使用您的姓名、**身份证号码、护照号码**、性别和手机号码。如您希望为您的**子女**（如适用）办理医疗保险，我们需要您提供您的**子女**的**个人信息**。**您理解并知悉，如您需要为家人投保，可能需要您主动向我们提供家属信息，在**

您向我们或保险公司提供您家人的个人信息时，您应确保已经征得被投保人的有效同意。如您向我们提供 14 岁以下儿童的个人信息，请您确保您是该儿童的父母或监护人，或已经征得该儿童父母或监护人的同意。

- If you are entitled to health check, for the purpose of providing health check to you, we will collect and use your name, **ID number, passport number**, gender, phone number and marital status.

如您享有体检时，为了向您提供体检，我们将收集和使用您的姓名、身份证号码、护照号码、性别、手机号码和婚姻状态。

- If you apply for the employee reimbursement, for the purpose of issuing the employee reimbursement to you, we will collect and use your name, **ID number, passport number, bank account details** and reimbursement details.

如您申请报销时，为了向您发放报销费用，我们将收集和使用您的姓名、**身份证号码、护照号码、银行账户信息**和报销信息。

2.3. Compliance

2.3. 合规管理

If you are involved in one of our potentially internal investigations/audits, we may use your employee information which is already collected by HR during onboarding. Investigations/audits could potentially look at **financial records**, travel details and email correspondence to determine potential misconduct.

如您涉及我们可能进行的内部调查/审计，为了进行内部调查/审计，我们可能使用您在入职时由人力资源部门已经收集了的员工信息，调查/审计可能会查看您的**财务记录**、出差记录和电子邮件通信记录，以确定是否存在潜在的不当行为。

2.4. Administration 行政管理

- If you are involved in one of our administrative work (i.e., PPE/tools delivery, stationery, car rental, express, business cards and invitation letter/dispatch letter, deliver documents to bank), we may use information about you that has already been collected by HR at the time of your employment, including your name, date of birth, gender, nationality, purpose, departure and entry time, company name, **ID number, passport number**, passport scanned copy, mobile, home address, purpose, travel address, hotel address, company address, whereabouts information, dept, title and e-mail.

为了帮助您完成行政工作（如个人防护设备/工具交付、文具用品、汽车租赁、快递、印制名片和邀请函/派遣函，向银行提交文件），我们可能会使用您在入职时由人力资源部门已经收集了的员工信息，包括您的姓名、出生日期、性别、国籍、目的、出入境时间、公司名称、**身份证号码、护照号码**、护照扫描件、手机、家庭住址、目的、旅行地址、酒店地址、行踪

信息、公司地址、部门、职称和电子邮件。

- In order to help you manage your work related tasks (including but not limited to travel account application, air/hotel/train/car booking, visa application, travel insurance, labour union activities, Party activities, company registration, internal and external event, compliance system, vendor management and deliver reports to the government), we will collect and use your name, employee ID, cost center, **ID number, passport number, ID/passport scanned copy**, email, mobile number, air company membership ID, line manager, itinerary, birth date, gender, on board date, family information, work experience, **children's birth date**, birth place, nationality, education, living address, position, company name, conflict of interest declaration.

为了帮助您完成工作相关的任务（包括但不限于为实现旅行账户申请、机票/酒店/火车/汽车预订、签证申请、旅行保险、工会活动、党务活动、公司注册、公司对内对外活动、合规系统、供应商管理和向政府提交报告），我们需要收集和使用您的姓名、员工编号、成本中心、**身份证号码、护照号码、身份证/护照扫描件**、电子邮件、手机号码、航空公司会员编号、部门经理、行程、出生日期、性别、在职日期、家庭信息、工作经历、**子女出生日期**、出生地、国籍、教育程度、居住地址、职位、公司名称、利益冲突声明。

2.5. IT administration

2.5. IT 管理

After you are onboarded, for the purpose of administering and managing information technology (IT) and information security to support the business, we will collect and use your contact details (i.e. name, phone number, email), organizational belonging, IP addresses, electronic logs for use of IT-resources, installation/use of IT systems, user profile/account information, support or incident case information.

在您入职后，为了进行信息技术（IT）和信息安全管理以支持业务，我们需要收集和使用您的详细联系方式（如姓名、电话号码、电子邮件等）、组织归属、IP 地址、使用 IT 资源的电子日志、IT 系统的安装/使用、用户档案/账户信息、支持或事故案例信息。

2.6. Security

2.6. 安保管理

After you are onboarded, for the purpose of supporting and managing safeguarding against illegal or unauthorized entry into areas, building or rooms, and being able to detect and respond to cyber-attacks on KDI's products, services or IT infrastructure, we will collect and use your name, email, phone, department, date of visit and local IP address.

在您入职后，为了支持和管理防止非法或未经授权进入区域、建筑或房间的保障措施，以便检测并应对对康士伯数字的产品、服务或 IT 基础设施的网络攻击，我们需要收集和使用您的姓名、电子邮件、电话、部门、访问日期和本地 IP 地址。

2.7. Sales & Marketing and Customer Support

2.7. 销售、市场营销与客户服务

In order to help you with your global sales & marketing related tasks (i.e. customer events and technical seminars, webinars, exhibitions, maintenance supplier's bidding platform, visit customers for projects discussing in daily work, customer contact information, collection under account in our systems, new contracts and Technical Agreement, register on customer inquiry platform, business trip to overseas, assist to apply the visa for overseas employee, etc.), we will collect and use your name, position, company name, name of participants, phone number, title, email address, **ID number**, phone number, photo, labor contract, insurance, family contact, living address, travel itinerary, insurance and movement record. etc.

为了帮助您完成全球销售与市场营销和客户服务相关工作（如为实现客户活动和技术研讨会，网络研讨会，展览，维护供应商的投标平台，为日常工作中讨论的项目访问客户，客户联系信息，收集在我们系统中的账户，新合同和技术协议，在客户的公司网站上投标、在客户查询平台上注册，海外出差，协助为海外员工申请签证等），我们需要收集和使用您的姓名、职位、公司名称、参与者姓名、电话号码、职务、电子邮件地址、**身份证号码**、电话号码、照片、劳动合同、保险、家庭联系人、居住地址、行程表、保险、行踪记录等个人信息。

2.8. We need to process the sensitive personal information mentioned above (information in bold and underlined). Otherwise, we will not be able to provide you with the corresponding services.

我们需要处理上述敏感个人信息（加粗、标示下划线的信息），否则将无法为您提供相应的服务。

As you are aware, if sensitive personal information is leaked or illegally used, it may have a certain impact on your dignity, personhood, and property security of you.

您已知晓，敏感个人信息一旦泄露或者非法使用，可能对您的人格尊严或者人身、财产安全造成一定影响。

2.9. Circumstances Where Consent Is Not Required 不需要同意的情况

- Pursuant to the applicable laws and regulations, we may process your personal information under any of the following circumstances without your consent:

根据适用的法律和法规，我们可以在以下未经您同意的情况下处理您的个人信息：

- Where it is necessary for carrying out human resources management under our legally-established company employment policy or a legally-concluded collective contract;

按照我们依法制定的劳动规章制度和依法签订的集体合同实施人力资源管理所必需；

- Where it is necessary for us to perform a statutory responsibility or statutory obligation;

为履行我们的法定职责或者法定义务所必需；

- Where it is necessary for us to respond to a public health emergency, or for protecting the life, health or property safety of you in the case of an emergency;

为我们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；

- Where your personal information is processed within a reasonable scope to carry out any news reporting, supervision by public opinions or any other activity for public interest purposes;

为公共利益实施新闻报道、舆论监督等行为，在合理的范围内处理您的个人信息；

- Where the personal information, which has already been disclosed by yourself or otherwise legally disclosed, is processed within a reasonable scope and in accordance with the Personal Information Protection Law; or

根据《个人信息保护法》的规定，在合理的范围内处理个人自行公开或者其他已经合法公开的个人信息；或

- Any other circumstance as provided by applicable laws and regulations.

法律、行政法规规定的其他情形。

2.10. We need to process the sensitive personal information mentioned above **(information in bold and underlined)**, otherwise we will not be able to provide you with the corresponding services.

我们需要处理上述敏感个人信息（**加粗、标示下划线的信息**），否则将无法为您提供相应的服务。

As you are aware, if sensitive personal information is leaked or illegally used, it may have a certain impact on the dignity, personhood, and property security of you.

您已知晓，敏感个人信息一旦泄露或者非法使用，可能对您的人格尊严或者

人身、财产安全造成一定影响。

3. How we share your personal information

3. 我们如何共享您的个人信息

- In order to achieve the purposes above, we may entrust third-party service providers to assist us in providing relevant operation and service support. Such third parties entrusted by us include HR management system providers, compliance service providers, etc. For companies, organizations and individuals who we entrust to process your personal information, we ask them to handle your personal information in accordance with our instructions, this Notice and applicable laws.

我们可能需要在受我们的委托处理个人信息的第三方服务供应商（例如人力资源管理系统供应商、合规服务供应商等）的协助下实现前述目的。对于受我们的委托处理个人信息的公司、组织和个人，我们会要求他们按照我们的要求、本政策以及法律的要求来处理个人信息。

- Depending on your roles and responsibilities, we may need to provide your personal information to local government based on the local laws and regulations requirements (e.g., government audit). We will inform you of the relevant information as required by the applicable laws and regulations.

根据您的角色和职责，我们可能需要根据当地法律法规的要求（例如，政府审计要求）向当地政府提供您的个人信息。我们将根据适用法律和法规的要求通知您相关信息。

- We may provide your name, phone number, email address, educational background, employment background, age, diplomas, overview of hours worked and details of tasks to client companies for review as part of their due diligence requirements, which may vary in terms of the type of personal information provided. **You acknowledge and agree that the provision of such information to our clients is necessary for the performance of your day-to-day work and will provide you with the relevant information of the recipient at the time of the client's due diligence request.**

出于客户尽职调查需求，我们可能将您的姓名、电话、电子邮件地址、教育背景、工作背景、年龄、学位证书、工作时长概览和任务细节提供给客户公司进行审阅，具体的个人信息类型可能有所不同。**您知悉并同意，向客户提供该等信息提供属于完成您的日常工作所必需，我们将在客户提出尽职调查需求时告知您接收方的相关信息。**

- We may also provide your personal information to our overseas affiliates for purposes such as group management, as described in Chapter 7 “How we transfer your personal information overseas” of this Notice.

我们还可能基于集团统一管理等目的向境外关联公司提供您的个人信息，具体情况请参见本政策第七章“我们如何将您的个人信息传输至境外”。

- In addition to the above, to achieve the purposes mentioned above, we may need to share your personal information with third parties who can determine the purposes and methods of the processing your personal information

除上述情况外，为实现前述目的，我们可能需要向第三方分享您的个人信息，该等第三方能够决定处理您个人信息的目的和方法：

Third Party 第三方	Contact Information 联系方式	Type of Personal Information 个人信息类型	Purpose and Means 第三方处理的目的及方式
FESCO Adecco (China) 北京外企德科人力资源服务上海有限公司	laborunion@fescoadecco.com	name, <u>ID number</u> , gender, phone number, <u>child information (if applicable)</u> 姓名、 <u>身份证号码</u> 、性别和手机号码， <u>子女的个人</u> <u>信息</u> （如适用）。	Buying supplementary medical for you and your family 为您和您的家人办理额外的医疗保险

4. How we store your personal information

4. 我们如何保存您的个人信息

- We will take necessary security measures to ensure the safety of your personal information.

我们将采取必要的安全措施确保您的个人信息的安全。

- We only retain your personal information within the minimum period which is necessary for the fulfillment of the purposes stated in this Notice. Meanwhile, we will also store your personal information with adherence to the mandatory provisions about the retention period rising from applicable laws and regulations (e.g., during the term of employment contract and 2 years after the termination of employment contract). Once expired, we will delete your personal information or anonymize it.

我们仅在实现本政策所述目的所需的最短期限内保留您的个人信息。同时，我们还将根据相关法律法规中有关保留期限的强制性规定存储您的个人信息（例如，在劳动合同期内和劳动合同终止后的2年内）。一旦到期，我们将删除您的个人信息或对您的个人信息进行匿名化处理。

5. How we protect your personal information

5. 我们如何保护您的个人信息

- We have implemented industry accepted administrative, technical, and physical security measures to protect the personal information you provide and to prevent the data from being accessed, disclosed publicly, used, modified, damaged or lost without authorization. We will take all reasonable and practicable measures to protect your personal information.

我们已采取了行业公认的行政、技术和物理安全措施保护您提供的个人信息，以防止遭到未经授权访问、公开披露、使用、修改、损坏或丢失。我们将采取一切合理可行的措施保护您的个人信息。

- However, we cannot and do not guarantee that these measures will provide absolute security. When a personal information security incident occurs unfortunately, we will inform you as required by the laws and regulations via mail, letter, telephone, pushed notification or other available means. Where it is difficult to inform the subjects of the personal information one by one, we may publish an announcement in a reasonable and effective way. Where required by law, we will also report the treatment result of the personal information security incident.

但是，我们也不能保证这些措施将提供绝对安全。如不幸发生个人信息安全事件，我们将按照法律法规的要求及时向您告知相关情况，难以逐一告知您时，我们会采取合理、有效的方式发布公告。同时，我们还将按照法律法规和监管部门要求，上报个人信息安全事件的处置情况。

6. Your choices and rights

6. 您的选择和权利

根据相关法律，您对您的个人信息享有如下权利：

1) the right to know and the right to decide on the processing of your personal information;

您对您的个人信息的处理享有知情权、决定权；

2) the right to restrict or refuse the processing of your personal information by others;

您有权限制或者拒绝我们对您的个人信息进行处理；

3) the right to consult and duplicate your personal information;

您有权查阅、复制您的个人信息；

4) the right to request personal information processors to correct or supplement your personal information where you discover the information is incorrect or incomplete;

若您发现您的个人信息不准确或者不完整的，您有权请求我们进行更正、补充；

5) the right to withdraw your consent to the processing of personal information based on your consent (but please note that your withdrawal of consent does not affect the validity of the processing of personal information that has been carried out based on your consent before the withdrawal);

对基于您同意而进行的个人信息处理活动，您有权撤回同意（但请您注意，您撤回同意的，不影响撤回前基于您同意已进行的个人信息处理活动的效力）；

6) the right to request the transfer of personal information to your designated personal information processors;

您有权请求将个人信息转移至您指定的其他个人信息处理者；

7) the right to delete your personal information under specific circumstances.

您有权在特定情况下要求我们删除您的个人信息。

If you want to exercise your rights above, please contact us via the contact information provided in this Notice. To protect the security of your personal information, we need to verify your identity in order to respond to your rights request(s), and we may not be able to respond to the request(s) for rights related to personal information that are not from you or authorized by you (for example, requests to consult personal information of someone else).

如果您想行使上述权利，请通过本政策中提供的联系信息与我们联系。为保障您的个人信息安全，我们需要核实您的身份以响应您的权利请求，我们可能无法响应非本人或非经本人授权的个人信息相关权利请求（例如请求查看他人的个人信息）。

Additionally, the rights above are subject to limitations and exceptions under applicable law. We will respond to and comply with your request(s) consistent with applicable law as soon as reasonably practicable. If you have unresolved concerns, you also have the right to complain to relevant supervisory authorities or where applicable, file a lawsuit with the court in accordance with applicable law.

此外，上述权利可能会受到相关法律的额外限制。我们将在合理可行的情况下尽快根据相关法律回应并响应您的请求。如果您仍有未解决的问题，您也有权向相关监管机构投诉，或根据相关法律向法院提起诉讼。

7. How we transfer your personal information overseas

7. 我们如何将您的个人信息传输至境外

For the purposes stated in this Notice, we may transfer your personal information to our headquarter located outside of mainland China, i.e., Kongsberg Gruppen ASA and

Kongsberg Digital AS. Where personal information is transferred to another jurisdiction outside mainland China, your personal information will be secured by appropriate safeguards as set forth under applicable law, including without limitation, where applicable by the use of the standard contract officially published by the supervisory authority for the transfer of information between mainland China and other jurisdictions. To the extent required under applicable law, we will obtain separate consent from you before the transfer of your personal information.

出于本政策所述的目的，我们可能会将您的个人信息转移到我们位于中国大陆以外的总部，即 Kongsberg Gruppen ASA 与 Kongsberg Digital AS。当个人信息被转移到中国大陆以外的另一个司法管辖区时，您的个人信息将受到适用法律规定的适当保护措施的保护，包括但不限于：在适用的情况下，使用监管机构正式发布的用于在中国大陆和其他司法管辖区之间传输信息的标准合同。在适用法律规定的范围内，我们将在转移您的个人信息之前征得您的单独同意。

Name of the recipient 境外接收方名称	Contact information 联系方式	Purpose and means of processing 处理目的及方式	Types of personal information 个人信息种类	Country/region 境外接收方所在国家/地区
Kongsberg Digital AS	privacy@kongsberg.com	Internal IT setup IT 设置 IT Service IT 服务 Employee management 员工管理 Group compliance 集团合规 Collaboration between workers	Internal IT setup: name, phone number, email, education, past experience, age, education diplomas, work hours overview and task details. IT 设置：姓名、电话、电子邮件地址、教育背景、工作背景、年龄、学位证书、工作时长概览和任务细节。 IT Service : name, email, phone, department, date of visit and local IP address. IT 服务：姓名、电子邮件、电话、部门、访问日期和本地 IP 地址。 Employee management: name, ID number , gender, age, phone number, address .	Norway 挪威

		<p>员工协作</p>	<p>email address, diploma, employment certificate, <u>crime record</u>, <u>health check of occupational disease</u> and salary information.</p> <p>员工管理：姓名、<u>身份证号码</u>、性别、年龄、手机号码、<u>地址</u>、电子邮件地址、教育背景、就职证明、<u>犯罪记录</u>、<u>职业病健康检查信息</u>和工资信息</p> <p>Group compliance: employee information which is already collected by HR during onboarding.</p> <p>Investigations/audits could potentially look at financial records, travel details and email correspondence.</p> <p>集团合规：在入职时由人力资源部门已经收集了的员工信息, 调查/审计可能会查看公司财务记录、出差记录和电子邮件通信记录。</p> <p>Collaboration between workers: employee contact details (i.e. name, phone number, email), organizational belonging, IP addresses, electronic logs for use of IT-resources, installation/use of IT systems, user profile/account information, support or incident case information.</p> <p>员工协作：员工的详细联系方式（如姓名、电话号码、电子邮件等）、组织归属、IP地址、使用IT资源的电子日志、IT系统的安装/使用、用户档案/账户信息、支持或事</p>	
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			故案例信息	
Kongsberg Gruppen ASA	privacy@kongsberg.com	For group compliance function 集团合规功能	employee information which is already collected by HR during onboarding. Investigations/audits could potentially look at financial records, travel details and email correspondence. 在入职时由人力资源部门已经收集了的员工信息，调查/审计可能会查看公司财务记录、出差记录和电子邮件通信记录。	Norway 挪威
International SOS	Tel: +86 10 6462 9100 Email: Beijing@international.sos.com 隐私政策链接 Privacy Link : Privacy at International SOS	Provide emergency security support. 提供紧急安全支持。	Name, employee ID, cost centre, ID number , email, mobile number, air company membership ID, passport number , line manager, itinerary, birth date. 姓名、员工编号、费用中心、身份证号码、电子邮件、手机号码、航空公司会员编号、护照号码、部门经理、行程、出生日期	Norway 挪威

8. Updates to this Notice

8. 本政策的更新

We reserve the right to update this Notice at any time, and we may modify the terms of this Notice in a timely manner based on updates to our services, technological advancements, data processing practices, and relevant legal requirements. We will provide you with a new Privacy Notice in accordance with applicable laws for any changes made. We may also inform you from time to time about how your personal information is being processed through other means.

我们保留在任何时候更新本隐私政策的权利，我们可能会根据服务的更新情况、科技的发展进步、数据处理的实践及法律法规的相关要求适时修改本政策的条款。我们将根据法律的相关规定，向您提供新的隐私政策。我们也可能不时地以其他方式告知您关于您的个人信息的处理情况。

9. Contact us

9. 联系我们

If you have questions about this Notice or wish to contact us for any reason in relation to our personal information processing, please contact us at privacy@kongsberg.com, or via physical address:

Corporate Privacy Officer Kongsberg Gruppen ASA
P.O.Box 1000
3601 Kongsberg

如果您对本声明有疑问，或因任何涉及到个人信息处理的问题希望与我们联系，请通过以下方式与我们联系：privacy@kongsberg.com，或通过如下邮箱地址：

Corporate Privacy Officer Kongsberg Gruppen ASA
P.O.Box 1000
3601 Kongsberg