

KDI China Candidate Privacy Notice



KONGSBERG

康士伯数字中国候选人隐私政策

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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 in the recruitment scenario in Mainland China.

本政策描述了康士伯数字中国（中国数据与隐私保护法项下的个人信息处理者）如何在中国大陆人才招聘中收集和处理个人信息。

This Notice is only for the personal information processing activities that we decide the processing purpose and processing method by ourselves, you may submit your information through a third party (such as a third party recruitment platform), **this Notice does not apply to the personal information processing activities of such third parties, they may establish personal information protection notice or privacy notice and other rules, please pay attention that we are not responsible for how such third parties process your personal information.**

本政策仅适用于我们自行决定处理目的和处理方式的个人信息处理活动，您可能通过第三方（如第三方招聘平台）提交您的信息，本政策不适用于该第三方的个人信息处理活动，他们可能制定个人信息保护政策或隐私政策等规则，请注意我们对该第三方如何处理您的个人信息不承担责任。

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. If you apply for a job at KDI China, for the purpose of talent recruitment (including assessing your qualifications for our positions, assessing the authenticity of the information you provided, conducting interviews, etc.), we need to collect and use your name, **ID number**, **passport number**, gender, age, nationality, political status, **marital status**, phone number, address, email address, education record, employment record, **current compensation package**, family information, emergency contact person, **crime record**, **occupational disease**, and any other information you choose to provide to us.

如果您申请康士伯数字中国的工作岗位，为了人才招聘（包括但不限于评估您与我们职位的适配性、评估您提供信息的真实性、面试等招聘活动）的目的，我们需要收集和使用您的姓名、**身份证号码**、**护照号码**、性别、年龄、国籍、政治面貌、**婚姻状况**、电话号码、地址、电子邮箱、教育经历、工作经历、**当前的薪酬福利**、家庭信息、紧急联系人、**犯罪记录**、**职业病**，以及您提供给我们的一切其他信息。

2.2. For the purpose of talent recruitment, we may collect your personal information from third-party human resource service providers or internal employees. Such personal information includes name, gender, age, **marital status**, phone number,

address, email address, education record, and employment record and any other information provided to us by third parties or internal employees.

出于人才招聘的目的,我们可能会从第三方人力资源服务供应商或内部员工处收集您的个人信息。该等个人信息包括姓名、性别、年龄、婚姻状况、电话号码、地址、电子邮件地址、教育经历和就业经历。

2.3. Please note that we may need to use the personal information of others you provide in order to conduct reference checks, including name and contact information. When you provide us with personal information about that third party, you need to ensure that you have informed that third party that you will provide their personal information and obtained their separate consent. We may obtain their evaluations of you from such third parties.

请您注意,我们可能需要使用您提供的他人的个人信息以开展背景调查,包括姓名和联系方式。您在向我们提供该第三方的个人信息时,需要保证您已经向该第三方告知您将提供其个人信息并获得该第三方的单独同意。我们可能从该等第三方处获得其对您的评价。

2.4. 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. We will send your personal information to IT Infrastructure Service Provider. For companies, organizations and individuals who we entrust to process your personal information, we ask them to process 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 IT 基础设施服务供应商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指示、本政策以及法律的要求来处理个人信息。

Since KDI China is a multinational corporation, as part of our international operations, our business entities and departments may share information with the following affiliate companies who have joint purposes and means with us regarding the processing of your personal information:

由于康士伯数字中国是一家跨国公司，作为我们国际业务的一部分，我们的业务实体和部门可能向以下关联公司共享您的个人信息，他们与我们在处理您的个人信息方面有共同的目的和方法：

Recipients 接收方	Contact information 联络信息
Kongsberg Digital AS 康士伯数字集团	privacy@kongsberg.com
Kongsberg Gruppen ASA 康士伯集团	

In principle, personal information that we collect and generate in the People's Republic of China will be stored therein. For the purpose of conducting HR information management and online interviews, we may transfer your personal information overseas, employees of the overseas recipient will jointly use your personal information listed above with us for online interviews.

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。出于进行人力资源信息管理以及线上面试的目的，我们可能会将您个人信息传输至境外，境外接收方的员工将与我们共同使用您的上述个人信息以进行线上面试。

When personal information is transferred to Norway, your personal information will be protected by appropriate protection measures stipulated by applicable laws and regulations. We will obtain your separate consent before transferring your personal information if required by applicable laws and regulations.

当个人信息被转移到挪威时，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。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。

4. Legal bases for processing your personal information

4. 处理您个人信息的法律依据

In most circumstances, we rely upon your consent to process your personal information. While under the relevant laws, we do not require your consent to process (including but not limited to, the collection, storage, use, processing, transmission, provision, disclosure, and deletion.) your personal information when:

在多数情形下，我们处理您的个人信息需要基于您的同意。但是根据相关法律，我们在下列情形下处理（包括但不限于收集、储存、使用、加工、传输、提供、披露和删除）您的个人信息时，不需要您的同意：

1) the processing is necessary for the conclusion or performance of a contract to which the individual is a contracting party or for conducting human resource management under the labor rules and regulations developed in accordance with the law and a collective contract signed in accordance with the law;

为订立、履行个人作为一方当事人的合同所必需，或者按照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；

2) the processing is necessary to fulfill statutory functions or statutory obligations;

为履行法定职责或者法定义务所必需；

3) the processing is necessary to respond to public health emergencies or protect the life, health or property safety of natural persons under emergency circumstances;

为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；

4) personal information is processed within a reasonable scope to conduct news reporting, public opinion-based supervision, or other activities in the public interest;

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个人信息；

5) the personal information that has been disclosed by the individuals themselves or other personal information that has been legally disclosed is processed within a reasonable scope in accordance with the law; or

依照法律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

6) under any other circumstance as provided by any law or administrative regulation.

法律、行政法规规定的其他情形。

5. How we store your personal information

5. 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 fulfilment 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. 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。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。

6. How we protect your personal information

6. 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. Where 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。

7. Your choices and rights

7. 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。

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