

KM China Employee Privacy Notice



KONGSBERG

康士伯海事中国员工隐私政策

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Kongsberg Maritime China Ltd. and Kongsberg Maritime China Jiangsu Ltd. (Collectively referred to as “**KM China**” or “**We**”) are committed to being responsible for processing your personal information.

康士伯企业管理（上海）有限公司与康士伯船舶电气（江苏）有限公司（以下合称“**康士伯海事中国**”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 KM 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海事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 PI 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 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**, and **health check of occupational disease**.

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**。

- After you are onboarded, for the purpose of assisting the issue of the documents to you (i.e., certificate of employment and working injury report), we will 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**, position, 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**、职位、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。

- 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, 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 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**, **housing fund account**, salary information, pension contributions, tax and **housing fund**.

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**、**住房公积金账户**、工资信息、养老金缴款、税收和**住房公积金**。

- 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 are entitled to private car for work, for the purpose of issuing private car for work to you, we will collect and use your name, **ID number**, **passport number**, vehicle licence, **driving licence** and insurance.

如您享有工作专用车时，为了向您发放工作专用车，我们将收集和使用您的姓名、**身份证号码**、**护照号码**、**驾驶执照**、汽车牌照和保险信息。

2.3. 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 your name, date of birth, gender, nationality, purpose, enter time, company name, **ID number**, **passport number**, passport scanned copy (for KM CJ), mobile,

home address, purpose, travel address, hotel address, company address, **whereabout 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姓名、出生日期、性别、国籍、目的、输入时间、公司名称、身份证号码、护照号码、护照扫描件（针对康士伯江苏）、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。

- If you participate in company-organized activities, we may need to take photos that include you for the purpose of writing activity news and publishing it.

如您参加公司组织的相关活动，为撰写活动新闻并进行发布，我们可能需要拍摄包含您在内的照片。

- If you are travelling abroad for business or need to apply for a visa, in order to help you with the administrative work involved, we need to collect your name, date of birth, gender, nationality, **passport number**, **travel itinerary** and email.

如果您需要前往境外出差或需要申请签证，为了帮助您完成相关行政工作，我们需要收集您的姓名、出生日期、性别、国籍、护照号码、出差行程和电子邮件。

2.4. IT/IS administration 信息技术/信息安全管理

- In order to help you with your IT/Information Security administration related tasks, we will collect and use your contact details (i.e. control of logical access, e-mail communication, IT environment administration and monitoring, IT system license management, support and incident management, access control – physical doors and video surveillance), we may use your contact details (i.e. name, 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, **ID**/access badge information, access logs, **face** and route.

为了帮助您完成信息技术/信息安全管理的相关工作（如为实现逻辑访问控制、电子邮件通信、IT 环境管理和监控、IT 系统许可证管理、支持和事件管理、访问控制-物理门和视频监控），我们需要收集和使用您的详细联系方式（如姓名、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、**ID**/访问徽章信息、访问日志、面容和路线。

2.5. QHSE management 质量管理

- In order to help you with your IT/Information Security administration related tasks , we will collect and use your contact details (i.e. control of logical access (i.e., manage the information about visitors entering office, customized work clothes, special operation certificate management, HSE reporting), we may use your name, phone number, visitor's company name, location, department, height, weight, waist circumference data, Information for work number, subcontractor's name, enter time, departure time, visitor, reason for visit, team, types of special operation certificates, retraining time.

为了帮助您完成质量管理的相关工作（如为实现管理进入办公室的访客信息、定制工作服、特殊作业证书管理、HSE 报告），我们需要收集和使用您的姓名、电话、来访者的公司名称、地点、部门、身高、体重、腰围数据,工号、分包商名称、进入时间、离开时间、来访者、来访原因、团队、特殊操作证书类型、再培训时间。

2.6. Management 管理

- In order to help you with your management 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 centre, **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.

为了帮助您完成管理的相关工作（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。

2.7. Sales & Marketing and Customer Support 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), we will

collect and use your name, position, company name, name of participants, phone number, title, email address, **ID number**, phone number, car number.

为了帮助您完成全球销售与市场营销相关工作（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），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、车号。

- In order to help you with your global customer support related tasks (i.e. provide the information to the shipowner for troubleshooting and attendance, apply yearly boarding pass for field service engineer, apply for specific boarding pass or gate entry permit, register on customer inquiry platform, business trip to overseas, assist to apply the visa for overseas employee), we will collect and use your name, phone number, email address, WeChat, **ID**, photo, vaccine certification, labour contract, insurance, **medical examination report**, car number, family contact, living address, **drive license**, **legal person passport**, travel itinerary, insurance and movement record.

为了帮助您完成客户服务相关工作（如为实现为船东提供故障排除和考勤信息，为现场服务工程师申请年度登轮证，申请特定的码头或船厂许可，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），我们需要收集和使用您的姓名、电话、邮箱、微信、身份证、照片、疫苗证明、劳动合同、保险、体检报告、车号、家庭联系人、居住地址、驾驶证、法人护照、行程表、保险、行踪记录。

2.8. Logistic 物流

- In order to help you with your logistic related tasks (i.e. warehousing, delivery, project factory acceptance test equipment testing, project on-site service as well as KDI Simulation services, custom declaration, arrange transportation, renew/extend custom registration, place order and track shipment), we will collect and use your name, phone number, transportation vehicle number, address, email address (if have).

为了帮助您完成物流相关工作（如为实现仓储和交付、项目工厂出厂测试、设备测试、项目现场服务以及康士伯数字模拟服务、海关申报、安排运输、更新/延长海关登记、下订单和跟踪运输），我们需要收集和使用您的姓名、电话号码、交通工具号码、地址、电子邮件地址（如有）。

2.9. 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。

2.10. **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。

3. How we share or publicly disclose your personal information

3. 我们如何共享或公开披露您的个人信息

3.1. Sharing 共享

In order to achieve the purposes above, we may entrust third-party service providers to assist us. We will send your personal information to human resources management suppliers, IT infrastructure suppliers and human resources management system suppliers, travel arrangement service supplier, health check service supplier and transportation service supplier. 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人力资源服务提供商、IT 基础设施供应商、人力资源管理系统供应商、差旅服务提供商、体检服务提供商、交通服务提供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。

Besides, we may provide your name, phone number, email address, and WeChat to client companies for reasons such as customer liaison and trouble-shooting, which may vary in terms of the type of personal information provided. If you are a department manager, we may also require your name, **ID** and phone number in order to register for the customer advice platform. In order to apply for specific boarding pass or gate entry permit, we may also provide your name, **ID**, phone number, WeChat, **vaccine certification**, labour contract, insurance, **medical examination**

report, car number, family contact, living address, **drive license** to ship agent or shipyard in China. **You acknowledge and agree that the provision of such information 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 when there is business needs.**

此外，出于客户联络、解决故障等原因，我们可能将您的姓名、电话、邮箱、微信提供给客户公司，具体的个人信息类型可能有所不同。如果您是部门经理，为了注册客户咨询平台，我们可能还需要提供您的姓名、**身份证**和电话。我们也可能基于申请特定的登船证或入关许可证之目的，将您的姓名、**身份证**、电话、微信、**疫苗证明**、劳动合同、保险、**体检报告**、车号、家庭联系人、居住地址、**驾驶证**向中国的船舶代理或船厂提供。**您知悉并同意，提供该等信息提供属于完成您的日常工作所必需，我们将在存在业务需求时告知您接收方的相关信息。**

Since KM China is a multinational corporation, as part of our international operations, our business entities and departments may share information with our overseas affiliate companies, as described in Chapter 7 “How we transfer your personal information overseas” of this Notice.

由于康士伯海事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海外的关联公司共享您的个人信息，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 第三方联系方式	Type of Personal Information 个人信息类型	Purpose and Means 第三方处理的目的地及方式
FESCO Adecco Human Resources Service Shanghai Co., Ltd. 北京外企德科人力资源服务上海有限公司	http://en.fescoadecco.com/index.php/privacy.html 400-030-9696	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>子女的个人信</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
AIG Insurance	https://www.	Name, <u>ID</u> , <u>passport number</u> ,	Buying supplementary

Third Party 第三方	Contact Information 第三方联系方式	Type of Personal Information 个人信息类型	Purpose and Means 第三方处理的目的地及方式
Company China Limited 美亚财产保险有限公司	aig.com.cn/individuals/privacy-notice	birth date, gender, mobile number, email address, itinerary, employee number. 姓名、 身份证 、 护照号码 、出生日期、性别、手机号码、电子邮件地址、行程计划、员工工号	travelling insurance for you. 为您办理额外的差旅保险。
Trade Union Committee of FESCO Adecco Human Resources Service Shanghai Co.,Ltd. 北京外企德科 人力资源服务 上海有限公司 工会联合会	laborunion@fescodecco.com	Name, gender, date of birth, date of joining the trade union, employee ID, department, personal information of your family members, your employment history, and <u>your children's names and dates of birth</u> 姓名、性别、出生年月、入职时间、员工号、工作部门、主要家庭成员信息、工作经历，以及 <u>您子女的姓名和出生年月</u> 。	For Trade Union members: Provide benefits, organising trade union activities, administering the trade union and carry out other trade union-related activities permitted by law. Provide your children with their gifts for Children's Day, we need to collect. 如您是我们的工会会员，为了给您发放福利、组织工会活动、管理工会、开展其他法律允许的与工会相关的活动，以及给您的孩子发放儿童节福利。
Trade Union Committee of Kongsberg Maritime China Jiangsu Co., Ltd 康士伯船舶电 气（江苏）有 限公司工会委 员会	smb752.km.china.jiangsu.labor.union@km.kongsberg.com	Name, gender, <u>ID number</u> , nationality, native place, registered residence, education background, entry time, department, contact number, employment history, family members and their occupations 姓名，性别， 身份证号 ，民族，籍贯，户籍地，学历，入职时间，工作部门，联系电话，个人简历，家庭成员及其职业	Provide benefits, organize union activities, manage the union and carry out other related activities permitted by law. 发放福利、组织工会活动、管理工会、开展其他法律允许的与工会相关的活动。

3.2. Public disclosure 公开披露

If you are an employee working in the canteen at Kongsberg Maritime China Jiangsu Ltd., in order to fulfill the national regulatory requirements on food health, we may publicly disclose your **health certificate** in the canteen.

如果您是在康士伯船舶电气（江苏）有限公司食堂工作的员工，为了满足国家食品卫生的监管要求，我们可能会在餐厅内公开披露您的**健康证明**。

If you participate in company-organized activities, we may publicly disclose news photos that include your image for the purpose of publishing activity-related articles on the intranet or WeChat official account.

如果您参加了公司组织的活动，为了在内网或微信公众号上发布活动新闻相关文章，我们可能会公开披露包含您的形象的新闻图片。

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 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 (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.

我们已实施了行业公认的行政、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 on our Services. 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 Policy, we may transfer your personal information to our headquarter located outside of mainland China, i.e., Kongsberg Gruppen ASA. 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。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，使用中国大陆和其他司法管辖区之间转移信息的监管机构正式发布的标准合同。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 Maritime AS	privacy@kongsberg.com	(1) Security management 安全管理 (2) Shareholder for approval, give access for employees and give advice regarding interest of conflict declaration 股东批准，授予员工访问权限，提供有关利益冲突声明的建议	(1) name, department, health information 姓名、部门、 健康信息 (2) Name, ID, passport number, passport photo , birth date, nationality, living address, education, mobile number, email address, position, line manager, conflict of interest declaration 姓名、 身份证、护照号码、护照照片 、出生日期、国籍、居住地址、学历、手机号码、电子邮件地址、职位、部门经理、利益冲突声明	Norway 挪威
Kongsberg Gruppen ASA	privacy@kongsberg.com	(1) Human resource management 人力资源管理 (2) IT system management and maintenance. IT 系统的管理	(1) Name, ID number, Passport number , gender, age, phone number, address , email address, diploma, Employment certificate, crime record, health check of occupational disease , salary information, attendance record, sick leave certificate, medical record , position information,	Norway 挪威

		<p>和维护</p> <p>(3) insurance services 保险服务</p> <p>(4) Office support 办公支持</p> <p>(5) Shareholder for approval, give access for employees and give advice regarding interest of conflict declaration 股东批准，授予员工访问权限，提供有关利益冲突声明的建议</p>	<p>nationality, marital status, family information, emergency contact person, bank account, career development history within company(competence record, training record).</p> <p>姓名、<u>身份证号码</u>、<u>护照号码</u>、性别、年龄、电话号码、<u>地址</u>、电子邮件地址、文凭、就业证书、<u>犯罪记录</u>、<u>职业病健康检查</u>、工资信息、考勤记录、病假证明、<u>医疗记录</u>、职位信息、国籍、婚姻状况、家庭信息、紧急联系人、<u>银行账户</u>、公司内部职业发展历史（能力记录、培训记录）</p> <p>(2) Contact details (i.e. name, 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>联系方式（如姓名、电子邮件）、组织归属、IP 地址、IT 资源使用的电子日志、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</p> <p>(3) Name, employee ID, ID number, gender 姓名、雇员编号、<u>身份证号码</u>、性别</p> <p>(4) name, phone number, email address, WeChat 姓名、电话、邮箱、微信</p> <p>(5) Name, ID, passport number, passport photo, birth date, nationality, living address, education, mobile number, email address, position, line manager,</p>	
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			<p>conflict of interest declaration</p> <p>姓名、<u>身份证</u>、<u>护照号码</u>、<u>护照照片</u>、出生日期、国籍、居住地址、学历、手机号码、电子邮件地址、职位、部门经理、利益冲突声明</p>	
International SOS	<p>Tel: +86 10 6462 9100</p> <p>Email: Beijing@internationalsos.com</p> <p>隐私政策链接 Privacy Link: Privacy at International SOS</p>	<p>Provide emergency security support.</p> <p>提供紧急安全支持。</p>	<p>Name, employee ID, cost centre, ID number, email, mobile number, air company membership ID, passport number, line manager, itinerary, birth date.</p> <p>姓名、员工编号、费用中心、<u>身份证号码</u>、电子邮件、手机号码、航空公司会员编号、<u>护照号码</u>、部门经理、行程、出生日期</p>	Norway 挪威
Other Kongsberg overseas affiliates 其他康士伯海外关联机构	privacy@kongsberg.com	<p>Apply for invitation letter.</p> <p>申请邀请函。</p>	<p>name, passport.</p> <p>姓名, <u>护照</u>。</p>	Norway, Sweden, Singapore, Korea and etc.

8. Updates to this Notice

8. 本政策的更新

We reserve the right to update this privacy statement 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 privacy 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

如果您对本政策有疑问，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