个人信息处理授权书

Personal Information Processing Authorization Letter

海南赞邦制药有限公司及其关联公司（以下简称“**公司**”或“**我们**”）十分重视保护应聘者（以下又称“**您**”）的个人信息，公司深知个人信息对您的重要性，并将严格遵守法律法规的要求采取合适的安全保护措施以保障您的个人信息安全。

Hainan Zambon Pharmaceutical Co., Ltd. and its affiliates (hereinafter referred to as the "**Company**" or "**we**") place great importance on protecting the personal information of its applicants (hereinafter also referred to as "**you**"). The Company fully recognizes the significance of your personal information and will strictly comply with the requirements of laws and regulations and will implement appropriate security measures to safeguard it.

本《个人信息处理授权书》（以下简称“**本授权书**”）将帮助您充分了解公司将如何处理您的个人信息，**请您务必先仔细阅读并理解本授权书的全部内容，并在此基础上做出您认为适当的选择**。如您对内容有任何疑问、意见或建议，您可通过本授权书载明的联系方式与我们联系。

This Personal Information Processing Authorization Letter (hereinafter referred to as the "**Letter**") aims to help you fully understand how the Company will process your personal information. **Please read and fully understand the entire contents of this Letter carefully before making any decision.** If you have any questions, comments, or suggestions regarding the contents, you can contact us using the contact information provided in this Letter.

我们可能会根据法律法规或公司人力资源管理制度的修订情况变更处理您个人信息的目的、方式、种类等，届时我们将采取适当方式通知您。请您知悉并理解，本授权书中载明的处理个人信息的方式、种类等并非完整全面适用于每一个应聘者，还需结合每个应聘者自身具体情况确定。

We may change the purposes, methods, types, etc., of processing your personal information according to updates in laws, regulations, or revisions to the Company's human resources policies. We will inform you through appropriate channels when such

changes occur. Please be aware and understand that the methods and types, etc., of processing the personal information described in this Letter are not applicable to every applicant universally. They are determined based on each applicant's specific circumstances.

重要提示：

Important Notice:

- 本授权书无意以任何方式限制您的法定权利，或以任何方式限制我们基于合法性基础处理您的个人信息的权利。

  This Letter is not intended to limit your statutory rights in any way, nor to restrict our right to process your personal information based on legitimate grounds.
- 本授权书也适用于您向我们提供的与您有关的第三方（例如您的工作经历证明人等）的个人信息。请确保您在向我们提供任何第三方的个人信息前已取得该第三方同意。

  This Letter also applies to any personal information you provide to us regarding third parties related to you (such as your work experience referees, etc.). Please ensure you have obtained the consent of such third parties before providing their personal information to us.

一、个人信息的收集

Collection of Personal Information

为正常开展招聘活动、推进招聘及后续流程，您的个人信息可能以纸质文件、电子形式（比如电子邮件、即时通讯工具）或者其他形式，由您自行向公司提供、公司自行收集，或根据法律法规规定或您的同意合法向第三方（如招聘平台、猎头公司等）收集，公司可能收集的您的个人信息主要包括：

In order to conduct recruitment activities and advance recruitment and subsequent processes, your personal information may be provided by you to the Company in paper documents, electronic formats (such as email or instant messaging tools), or other forms, collected by the Company itself, or lawfully collected from third parties in accordance

with laws and regulations or with your consent. The personal information the Company may collect from you primarily includes:

1. 个人基本信息：如姓名、生日、性别、国籍、民族、证件号码、应聘职位、期望薪资、出生地、户籍地址、居住地址、联系地址、电话号码、电子邮件地址等；

Personal Basic Information: such as name, date of birth, gender, nationality, ethnicity, identification number, position applied for, expected salary, place of birth, household registration address, residential address, mailing address, telephone number, email address, etc.;

2. 简历信息：教育经历、工作经历、培训经历、资质证书、学历学位证书、等；

Resume Information: education history, work experience, training records, qualification certifications, academic degree certificates, etc.;

3. 背调信息：工作经历证明人相关信息、离职证明、其他通过背调获得的信息等；

Background Check Information: relevant information of work experience referees, separation certificates, and other information obtained through background checks, etc.;

4. 体检信息：体检结果或特殊岗位所需提供的健康证明等；

Medical Examination Information: physical examination results or health certificates required for specific positions;

5. 其他信息：您向公司提供的以及公司自其他第三方合法获取的与应聘有关的信息。

Other Information: information related to your application that you provide to the Company and information that the Company lawfully obtains from other third parties.

二、个人信息的使用

Use of Personal Information

公司会将您的前述个人信息用于招聘有关的目的，包括但不限于：

The Company will use your aforementioned personal information for purposes related to recruitment, including, without limitation:

1. 评估您的技能、经验与职位要求的匹配度，并与您进行薪酬福利的沟通协商；

Evaluation the alignment between your skills, experience, and position requirements, and communicating and negotiating remuneration and benefits with you;

2. 确定您的工作资格，进行背景调查、审查和核实；

Determining your employment eligibility, conducting background checks, reviews, and verifications;

3. 管理与您的沟通，及时向您通知招聘流程的进展与结果；

Managing communications with you and promptly notifying you of the progress and outcomes of the recruitment process;

4. 其他与招聘活动有关的目的。

Other purposes related to recruitment activities.

三、个人信息的委托处理、共享、转移

Entrusted Processing, Sharing, and Transfer of Personal Information

1. 委托处理

Entrusted Processing

在招聘活动中，我们可能会委托一个或多个合作伙伴代表我们处理您的个人信息，我们会与受托合作伙伴约定个人信息委托处理的期限、目的、方式和个人信息种类，要求受托合作伙伴严格按照约定处理个人信息，并遵循相关法律法规的规定采取审慎有效的保护措施以保障您的个人信息安全。

During the recruitment activities, we may entrust one or more partners to process your personal information on our behalf. We will stipulate with the entrusted partners the duration, purposes, methods, and types of personal information to be processed. We require these partners to strictly adhere to the agreed terms when handling personal information and to implement prudent and effective protective measures in accordance with relevant laws and regulations to safeguard the security of your personal information.

2. 共享

Sharing

在招聘活动中，我们可能基于以下处理目的共享您的个人信息：

During the recruitment activities, we may share your personal information for the following processing purposes:

- 向其他关联机构共享：我们可能会将您的个人信息传输给其他关联机构，或允许关联机构访问您的数据。关联机构处理您的个人信息的目的是协同开展招聘活动或其他人力资源管理工作，我们仅会向其共享必要范围内的个人信息，如您需联系关联机构，您可以先通过本授权书联系我们，我们会协助您联系关联机构；

  Sharing with other affiliated entities: We may transfer your personal information to other affiliated entities or permit such entities to access your data; the affiliated entities process your personal information for the purpose of collaborating on recruitment activities or other human resources management tasks. We only share the personal information with them to the extent necessary. If you need to contact any affiliated entity, you may first reach out to us through this Letter, and we will assist you in connecting with the relevant affiliated entity;

- 向公共机构及政府机构共享：基于法律要求，我们可能会将您的某些个人信息提供给执法机构、监管机构和法院以履行法律义务和监管合规要求。

  Sharing with public authorities and government authorities: Based on legal requirements, we may provide certain personal information about you to law enforcement authorities, regulatory authorities, and courts to fulfil legal obligations and regulatory compliance requirements.

3. 转移

Transfer

如我们因合并、分立、解散、被宣告破产等原因需要转移您的个人信息，我们会向您告知接收方的名称或者姓名和联系方式，并要求接收方继续履行本授权书所述义务，如接收方变更本授权书的处理目的、处理方式的，接收方将重新获得您的同意。

If we need to transfer your personal information due to reasons such as a merger, division, dissolution, or declaration of bankruptcy, we will inform you of the recipient's name and contact details. We will require the recipient to continue fulfilling the obligations outlined in this Letter. If the recipient alters the processing purposes or methods specified herein, they will obtain your consent anew.

四、个人信息的跨境传输

Cross-border Transfer of Personal Information

我们收集的您的个人信息原则上将存储在中华人民共和国境内，但由于我们可能使用集团统一部署的系统、服务器等资源，因此您的部分个人信息将存储在境外。

The personal information we collect from you will generally be stored within the People's Republic of China. However, as we may utilize systems, servers, and other resources deployed centrally by our group, some of your personal information may be stored outside of China.

此外，为了执行公司所在集团的全球化业务运营、合规管理和人力资源管理等目的，我们可能会与其他关联机构共享您的个人信息，这些关联机构可能位于中国大陆以外的国家或地区。在这种情况下，我们将履行有关个人信息跨境传输的相关义务，并尽最大努力保证该传输符合中国法律的要求。您可以查阅本授权书的**附录一：《个人信息跨境传输清单》**以了解我们跨境传输您个人信息的具体情形。公司保留根据人力资源管理、业务运作和数据收集/保护安排的实际情况，随时和不定期更新和修改附录一项下的表格和相关信息的权利。这些更新/修改将在公司以书面形式通知您或发布在公司通常用于与您之间沟通或传递信息的网站的方式生效。

Additionally, to facilitate the global business operations, compliance management, and human resources management of the group to which the Company belongs, we may share your personal information with other affiliated entities. These entities may be located in countries or regions outside mainland China. In such cases, we will fulfil the relevant obligations concerning cross-border transfer of personal information and make every effort to ensure that such transfer complies with the requirements of Chinese law.

You may refer to **Appendix I: Cross-Border Transfer List of Personal Information** of this Letter to understand the specific circumstances under which we transfer your personal information across borders. The Company reserves the right to update and modify the forms and related information under Appendix I at any time and on an irregular basis, based on the actual circumstances of human resources management, business operations, and data collection/protection arrangements. Such updates/modifications shall take effect upon written notification to you by the Company or upon publication on the website normally used by the Company for communication or information dissemination between you and the Company.

五、个人信息的存储

除法律法规另有规定外，我们将在实现处理目的所必需的最短期限内存储您的个人信息。我们确定保存期限时考虑的因素包括：

Unless otherwise required by laws and regulations, we will store your personal information for the minimum period necessary to achieve the processing purposes. Factors we consider when determining retention period include:

- 实现个人信息处理活动相关的处理目的；
  Achieving the processing purposes related to personal information processing activities;
- 应对您的个人信息主体权利行使或投诉；
  Addressing the exercise of your personal information subject rights or complaints;
- 为您推荐公司内部其他可能适合您的职位；
  Recommend other positions within the Company that may be suitable for you;
- 您是否同意更长的存储期限；
  Whether you consent to a longer retention period;
- 根据诉讼时效的相关需要；
  The requirements related to the statute of limitations;
- 是否存在关于存储期限的其他特别约定或法律法规规定。

Whether there are other special agreements or legal and regulatory requirements regarding the retention period.

超出前述存储期限后，我们将删除或匿名化处理您的个人信息。如果删除或匿名化处理从技术上难以实现的，我们会停止除存储和采取必要的安全保护措施之外的处理。

After the aforementioned retention period expires, we will delete or anonymize your personal information. If deletion or anonymization is technically impracticable, we will cease processing your information except for storage and the implementation of necessary security safeguards.

六、敏感个人信息的处理

Processing of Sensitive Personal Information

敏感个人信息指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。为实现本授权书告知的目的，我们仅在法律允许或要求的情况下收集某些类型的敏感个人信息，例如：

"Sensitive personal information" is personal information that once leaked or illegally used, may easily lead to the infringement of the personal dignity of a natural person or may endanger his or her personal safety or property. To fulfil the purposes stated in this Letter, we collect certain types of sensitive personal information only when permitted or required by law, such as:

- **我们可能会收集您的证件号码，以确认您的身份；**

  We may collect your identification numbers to verify your identity;
- **我们可能会收集您的体检结果，以确认评估您的健康状况是否适合该岗位的工作环境与要求；**

  We may collect your medical examination results to determine whether your health condition is suitable for the work environment and requirements of the position;
- **其他在人力资源管理活动中基于必要原则收集、使用您或与您相关的第三方的敏感个人信息的情形。**

Other instances where sensitive personal information about you or third parties related to you is collected and used based on necessity principles in human resources management activities.

我们将严格按照中国法律法规处理您的敏感个人信息。上述敏感个人信息的处理活动是实现相关处理目的的必要条件，对您个人权益的影响在于，该等敏感个人信息一旦泄露或者非法使用，容易导致您的人格尊严受到侵害或者人身、财产安全受到危害。我们十分重视您的个人信息安全，并将采取合适的安全措施保障您的个人信息安全。

We will strictly process your sensitive personal information in accordance with Chinese laws and regulations. The processing activities of the aforementioned sensitive personal information are necessary to achieve the relevant processing purposes. The impact on your personal rights and interests lies in the fact that if such sensitive personal information is leaked or used illegally, it may easily lead to the infringement of your personal dignity or endanger your personal and property safety. We attach great importance to the security of your personal information and will take appropriate security measures to ensure its safety.

七、征得您同意的例外

Exceptions Where Your Consent Is Not Required

根据有关法律法规，在下列情形下，公司处理您的个人信息无需征得您的同意：

In accordance with relevant laws and regulations, the Company may process your personal information without obtaining your consent under the following circumstances:

1. 为订立、履行您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实施人力资源管理所必需；

When necessary for the conclusion or performance of a contract to which you are a party, or for the implementation of human resources management in accordance with legally established labor regulations;

2. 为履行法定职责或者法定义务所必需；

When necessary for the performance of statutory duties or obligations;

3. 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；

When necessary to respond to public health emergencies or to protect the life, health, or property safety of natural persons in emergencies;

4. 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；

Processing personal information reasonably for public interest activities such as news reporting, media supervision, etc.;

5. 依照法律规定在合理的范围内处理您自行公开或者其他已经合法公开的个人信息；

Processing your personal information that you have voluntarily disclosed or that has otherwise been legally disclosed within a reasonable scope as permitted by law;

6. 法律、行政法规规定的其他情形。

Other circumstances as provided by laws or administrative regulations.

八、个人信息相关权利及其他

Rights Related to Personal Information and Other Matters

我们保障您对个人信息行使如下权利：查阅、复制、转移、更正、补充、删除、限制处理及其他个人信息法定权利。如您对我们的个人信息处理活动有任何疑问或您想行使您的个人信息法定权利的，您可以通过下列“联系我们”中的联系方式与我们取得联系，通常情况下，我们将在 15 个工作日内处理您的请求。

We ensure that you can exercise the following rights with respect to your personal information: access, copy, transfer, rectification, supplementation, deletion, restriction of processing, and other statutory rights regarding personal information. Should you have any questions about our personal information processing activities or wish to exercise your statutory rights regarding personal information, you may contact us via

the details provided in the “How to Contact Us” section below. Typically, we will process your request within 15 working days.

九、联系我们

How to Contact Us

若您对您的个人信息处理有任何疑问，或您希望行使您的任何权利，或者您对我们处理您的个人信息的方式不满意，您可通过以下方式联系我们：

【china.hrinformation@zambongroup.com】

If you have any questions regarding the processing of your personal information, wish to exercise any of your rights, or are dissatisfied with how we process your personal information, you may contact us through the following methods:

【china.hrinformation@zambongroup.com】

（以下无正文）

(The remainder of this page is intentionally left blank)

附录一：《个人信息跨境传输清单》

Appendix I: Cross-Border Transfer List of Personal Information

序号 No.	境外接收方名称 Overseas Recipient Name	联系方式 Contact Information	个人信息种类 Types of Personal Information	处理目的 Purposes of Processing	境外接收方处理方式 Processing Methods of Overseas Recipient	向境外接收方行使权利的方式和程序 Methods and Procedures for Exercising Rights with Overseas Recipient
1.	Zambon S.p.A.	dpozambonspa@zambongroup.com	简历信息 Resume Information	招聘面试 Recruitment and Interview	收集、存储、使用、提供、删除 Collection, storage, use, provision, deletion	通过左侧载明的境外接收方的联系方式联系境外接收方，进而行使您的个人信息法定权利 Contact the overseas recipient using the contact information provided on the left to exercise your statutory rights regarding your personal information.

（本页为《个人信息处理授权书》之签字页）

(Signature Page of the Personal Information Processing Authorization Letter)

本人已充分理解《个人信息处理授权书》及其附录一：《个人信息跨境传输清单》的内容，并在此确认：

I have fully understood the contents of the Personal Information Processing Authorization Letter, including Appendix I: Cross-Border Transfer List of Personal Information. I hereby confirm:

☐ 本人同意公司按照《个人信息处理授权书》处理本人或本人提供的第三方的个人信息；

I consent to the Company processing my personal information or that of any third party I have provided in accordance with the Personal Information Processing Authorization Letter;

☐ 本人单独同意公司按照《个人信息处理授权书》处理本人或本人提供的第三方的敏感个人信息（如有）；

I hereby separately consent to the Company processing my sensitive personal information or that of any third party I have provided (if any) in accordance with the Personal Information Processing Authorization Letter;

☐ 本人单独同意公司按照《个人信息跨境传输清单》向境外提供本人或本人提供的第三方的个人信息（如有）。

I hereby separately consent to the Company providing my personal information or that of any third party I have provided (if any) to overseas entities in accordance with the Cross-Border Transfer List of Personal Information.