

戴姆勒卡车中国招聘个人信息保护声明

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戴姆勒卡车中国感谢您有兴趣与我们合作和访问本招聘页面和网站。本招聘页面和招聘网站上的职位由戴姆勒卡车中国（以下简称“我们”，包含戴姆勒（中国）商用车投资有限公司和戴姆勒卡客车（中国）有限公司）。此外，您可能通过其他方式（例如线下或邮件提交职位申请表等）参与我们的招聘活动。

戴姆勒卡车中国招聘个人信息保护声明（以下简称“本声明”）将会向您详细说明我们如何收集和您的个人信息。请您务必仔细阅读并透彻理解本声明全部内容，并在接受后使用相关服务。一旦您开始或持续使用各项服务，即表示您已充分理解并同意本声明及其更新后的内容。请您务必关注，您申请本招聘页面和招聘网站上或其他渠道公布的职位，意味着您同意将自己的个人信息提交给该职位对应的戴姆勒卡车中国实体，由该实体独立负责处理和您的个人信息。

一、个人信息的收集和使用

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。在某些情况下，为提供一些服务，在获得您的单独同意后，我们可能收集和使用您的敏感个人信息，例如，身份证号码、收入信息等。本政策所涉及的敏感个人信息将以下划线加粗标注。您有权利拒绝我们收集您的敏感个人信息，但部分信息是我们验证您的身份、评估您的岗位匹配度所必需的信息，如您拒绝提供，我们可能难以向您提供招聘服务。

- 如您主动申请我们的职位（通过访问本招聘页面或其他线上、线下方式提交职位申请表以及进入相应招聘流程，我们会收集和使用您的：

(1) 个人基本资料：姓名、英文名、国籍、性别、生日、出生地、联系电话、家庭电话、个人电话（选填）、工作电话（选填）、婚姻状况、电子邮箱、性别（选填）、居住城市（选填）、联系地址（现住址）、邮编（选填）。

(2) 个人身份信息：身份证号、护照号、户口情况（户口地址和户口类型）。

(3) 个人财产信息：当前薪资。

(4) 个人教育工作信息：

a. 应聘工作条件和偏好：期待薪资和货币（选填）、期待工作时数和假期工作安排（选填）、职位方向、工作所在国家、工作所在城市、是否在职、是否全职、离职通知期、岗位类别（选填）、工作区域（选填）、岗位级别（选填）、清单（选填）、可接受出差（选填）、可入职日期（选填）

b. 工作经历（选填）：雇主、职位、工作成绩、离职日期、职位方向、入职日期

c. 学历信息：毕业日期、预计毕业日期（选填）、教育水平、入学日期、毕业日期、毕业

院校、专业（选填）、机构（选填）、项目（选填）、学制（选填）

- d. 其他信息：应聘渠道和渠道类型、接受新职位通知消息（选填）、与推荐人的关系和认识时间（选填）、是否参加戴姆勒集团任何实体面试、参加面试的日期和应聘岗位（如有）、是否曾受雇于戴姆勒集团任何实体、是否从事其他与应聘岗位存在利益冲突的职业、其他职业雇主名称及岗位（如有）、是否受前雇主的竞业限制、竞业限制情形（如有）、是否与前雇主签署资助协议、前雇主名称及岗位和资助事项（如有）、是否有犯罪记录、曾经或现在是否患有严重的传染性疾病或健康问题、疾病或健康问题描述（如有）、我愿意考虑其他工作机会（选填）、个人简历（选填）

(5) 紧急联系人信息：姓名及电话号码。

- 如您推荐他人申请我们的职位，我们会收集您的姓名、电子邮箱、公司、联系电话、职位名称、类别（选填）、与应聘人的关系和认识时间（选填）。

当您访问本招聘页面时，系统服务器可能会自动或被动地录入您的因特网服务商名称、您的注册用户数据、您的电脑或移动设备操作系统和浏览器、您浏览本页面时的 IP 地址、您浏览的日期、时间长度和次数、您实际浏览的页面、您链接到本页面之前所在的网站等信息。该等信息虽然不是您主动提供给我们的，但为基于您自愿访问戴姆勒卡车中国招聘网站从而使我们获得的信息，亦视为您自愿提供的个人信息的一部分。

如您导入您在其他网站的简历，我们会收集和使用您的其他网站的账号名称、登录凭据、其他网站的简历其他网站包含猎聘网。

针对部分非必填字段，我们将会在特定场景下告知您相关字段选填性，请您务必关注并由您自主选择是否提交相关个人信息，以具体的界面或表单为准。

二、个人信息的委托处理、共享、转让和公开披露

我们对您的个人信息承担保密义务。除下列情况外，我们不会与任何第三方共享您的个人信息：

1. 事先获得个人信息主体的单独同意或授权。
2. 根据法律法规的规定或行政或司法机构的要求。
3. 在符合法律法规的前提下，向公司的关联公司及合作伙伴共享您的个人信息（在如下表格进一步详述）。

对我们与之共享、提供、委托处理个人信息的组织及个人，我们会与其签署严格的保密协议或条款，约定处理的目的、期限、处理方式、个人信息的种类，要求他们按照我们的要求、本声明以及其他任何相关的公司保密和安全措施来处理个人信息。在敏感个人信息的使用上，我们要求第三方采用数据脱敏和加密技术，从而更好地保护您的个人信息。

三、个人信息的存储

原则上，我们将仅在为实现前述适用目的必要的范围内以及法律法规要求的时间范围内保留您的个人信息。

在完成与个人信息处理目的有关的所有工作后，我们会删除您的个人信息，但为了行使和维护我们的权利而必须进一步存储和处理的数据除外，例如我们将按照法律法规规定的最长期限存储您的相关个人信息，以防止法律风险、应对可能的监管、刑事或民事诉讼等。

我们的员工和我们的服务提供商有义务对我们的招聘活动进行保密，并遵守适用的数据保护法规。所有这些被允许接触数据的人都必须保持秘密性。

我们采取所有必要的技术和组织措施，以保证适当的安全水平，并保护由我们管理的您的数据，特别是防止非故意或非法的破坏、操纵、丢失、改变或未经授权的披露或未经授权的访问的风险。我们的安全措施将根据技术发展定期进行改进。

四、个人信息的跨境传输

由于戴姆勒卡车是一家全球性的公司，为了实现前述目的，我们所收集的您的个人信息可能会在多个国家或地区间进行跨境转移，例如德国。

当我们将您的个人信息从中华人民共和国境内转移至其他国家或地区时，我们将严格遵守中国法律法规的规定并采取一系列合理措施确保境外接收方处理您的个人信息的活动达到中国法律法规所规定的保护标准。我们将在征得您单独同意或具备其他合法依据的前提下将您的个人信息进行跨境转移，并依法对个人信息出境进行安全评估以充分防控风险，保障您的个人信息安全。

具体而言，根据本声明项下所述目的，个人信息跨境传输的具体情况如下：

境外接收方及联系方式	接收方所在国家/地区	传输目的	传输的个人信息种类
戴姆勒卡车股份公司 Daimler Truck AG dataprivacy@daimlertruck.com	德国	集团统一招聘管理(戴姆勒卡车中国与数据接收方均基于该目的开展数据出境活动)	姓名、手机号码、电子邮箱、学历、毕业院校、所学专业、工作单位

您可通过上述联系方式依法向境外接收方行使您在个人信息处理活动中的权利。您也可通过本声明“联系我们”中的联系方式与我们联络以获取境外数据接收方清单以及保障数据传输保护水平的特别商定的条款副本。

五、您的权利

您对您的个人信息享有以下权利。您可以通过本声明规定的联系方式联系我们来行使这些权利。

- 限制处理的权利。您有权限制或者拒绝我们对您的个人信息进行处理；

- 查阅、复制权。您有权查阅、复制您的个人信息；
- 获得个人信息副本的权利。您可以要求我们向您提供您的个人信息副本；
- 转移权。您有权请求将您的个人信息转移至您指定的其他个人信息处理者；
- 更正、补充的权利。若您发现您的个人信息不准确或者不完整，您有权请求我们进行更正、补充；
- 删除权。您有权在特定情况下要求我们删除您的个人信息；
- 要求解释说明的权利。您有权要求我们对相关个人信息处理规则进行解释说明；
- 提出异议的权利。如果您对我们所进行的个人信息处理活动及本声明有任何异议，您有权联系我们或通过合法途径解决；
- 其他法律法规规定您所享有的权利。

六、隐私政策更新

因公司业务和经营的变化或适用法律的变化，我们保留不时更新本声明的权利。对本声明的任何更新将在更新版的本声明发布后自更新之日起立即生效。在本声明更新后继续使用本声明项下服务，即表示您确认已阅读并理解更新后的声明。

本政策首页会显示最近一次更新的日期。对于重大变更，我们会向您就该重大变更提供适当通知。本声明所指的重大变更包括但不限于：

- 处理个人信息的目的、处理的个人信息类型、个人信息的使用方式发生变化；
- 个人信息共享、转让或公开披露的主要对象发生变化；
- 您参与个人信息处理方面的权利及其行使方式发生重大变化；
- 我们负责处理个人信息安全的责任部门、联络方式及投诉渠道发生变化时；
- 个人信息安全影响评估报告表明存在高风险时。

只有在获取您的同意后，我们才会按照更新后的本政策处理您的个人信息。

七、联系方式

若您需要访问并了解更多关于处理您个人信息的内容或提出权力行使的请求，您可以通过以下方式与我们取得联系。

电子邮件：Compliance_dtc@daimlertruck.com

联系地址：北京市朝阳区望京街8号院2号楼4层501内1号

个人信息跨境保护声明

☐ 本人在此确认：同意 戴姆勒卡车中国招聘个人信息保护声明。

☐ 本人在此确认：戴姆勒卡车中国个人信息跨境保护声明，即：

戴姆勒卡车是一家全球性的公司，为实现全球人力资源、招聘统一管理的必需以及相对应的戴姆勒卡车内部管理和系统操作的需要，本人的个人信息（包含姓名、手机号码、电子邮箱、学历、毕业院校、所学专业、工作单位）会被传输到位于德国的戴姆勒卡车股份公司 Daimler Truck AG，按照符合戴姆勒卡车中国招聘个人信息保护声明的方式处理和存储。

戴姆勒卡车和戴姆勒卡车中国致力于保护应聘者的个人信息，如有任何问题可以通过发送邮件至德国总部 dataprivacy@daimlertruck.com 和/或戴姆勒卡车中国 Compliance_dtc@daimlertruck.com 进行联系以解决相关问题，实现可适用的数据保护法所规定的权利。

签名：_____

签字日期：_____

Daimler Truck China Recruitment Personal Information Protection Statement

Last Updated: January 2024

Version Number: 202401

Daimler Truck China would like to thank you for your interest in working with us and for visiting this job page and website. The positions available on this recruitment page and on the job board are offered by Daimler Truck China (hereinafter referred to as the "**Company**" or "**we**", including Daimler Truck China Limited and Daimler Trucks and Buses (China) Ltd.). You may also participate in our recruitment activities by other means (e.g. submitting job application forms offline or by mail, etc.).

The Daimler Truck China Recruitment Personal Information Protection Statement (hereinafter referred to as this "**Statement**") will explain to you in detail how we collect and process your Personal Information. Please be sure to read and understand this Statement in its entirety and use the services after accepting it. By commencing or continuing to use the Services, you indicate that you fully understand and agree to this Statement and its updated contents. Please note that by applying for a position advertised on this recruitment page and on the recruitment website or through other channels, you agree to submit your Personal Information to the Daimler Truck China entity corresponding to the position, and that entity will be independently responsible for the process and protection of your Personal Information.

1. How we collect and use your Personal Information

"Personal Information" refers to all kinds of information related to identified or identifiable natural persons recorded by electronic or other means, excluding the information handled anonymously. In some cases, in order to provide some services, and with your separate consent, we may collect and use your Sensitive Personal Information, e.g., ID number, income information, etc. Sensitive Personal Information covered by this Statement will be marked in **underlined and bold**. You have the right to refuse our collection of your Sensitive Personal Information. However, some of the information is necessary for us to verify your identity and assess your job match, and if you refuse to provide it, it may be difficult for us to provide you with recruitment services.

- If you take the initiative to apply for our positions and enter the corresponding recruitment process, we will collect and use your:
 - (1) Basic Personal Information: Chinese Name , English name, nationality, gender(optional), birthday, birthplace, cellular number, home phone number, primary number(optional), work number(optional), **marital status**, living city(optional), contact address, post code(optional)
 - (2) Personal identification information: **ID card number, passport number, hukou status (address and type of hukou)**
 - (3) Personal property information: current **salary**
 - (4) Personal education and work information:
 - a. Work Conditions and preference: expected salary and currency(optional), expected work hours and work on holidays and weekends(optional), job function, job locations (country, city), employee status, job category(optional), resignation notice period, job category(optional), job

region(optional), job level(optional), job schedule(optional), accepts on travel(optional), date of availability(optional).

- b. Work experience(optional): employer, current job, achievements, start and end date of current job, job function.
- c. Education: graduation date, anticipated graduation date(optional), education Level(educational attainment), start and end date, school, field of studies(optional), institution(optional), program(optional), type of education(optional).
- d. Other information: source and source type of application, accepts on job posting notifications(optional), relationships with references(optional), whether ever participated in interview/recently be invited to attend interview in any legal entities with Daimler Group, the dates and positions(if any),whether ever been offered a position by/employed in any legal entities with Daimler Group, whether you holding any secondary occupation that may conflict with interests with position you apply for, relevant employer name and positions(if any), **whether you have any Non-Competition obligation with your current or former employer(s) which restricts you from joining certain entity or pursuing certain activities after leaving such employer(s), the applicable condition, bonding details with former employers(employer name, position, and the bonding term), criminal record, current status and history of serious contagious health problems or diseases,** accepts on other job(optional), personal resume (optional).

(5) Emergency contact information: name, contact number.

- If you recommend others to apply for our positions, we will collect your name, email address, company name, contact number, job title, type(optional), relationships with applicants(optional).

When you visit this recruitment page, the system server may automatically or passively record information such as the name of your Internet service provider, your registered user data, the operating system and browser of your computer or mobile device, the IP address from which you viewed this page, the date, duration and number of times you viewed the page, the page you actually viewed, and the website that you were on before you linked to this page. Such information, although not voluntarily provided by you, is based on your voluntary visit to the public website and is considered part of the Personal Information that you voluntarily provide to us.

If you import your resume from other websites, we will collect and use your account name of other websites, login token, resume from other websites, including Liepin.

For some non-mandatory fields, we will inform you of the relevant fields in specific scenarios, please be aware and submit your Personal Information at your own discretion, please refer to the specific interface or form.

2. How we entrust to process, share, transfer and disclose your Personal Information

We are under an obligation to keep your Personal Information confidential. We will only share your Personal Information under the following circumstances:

- a. With your obtain separate consent or authorization.
- b. In accordance with the provisions of laws and regulations or the requirements of administrative or judicial bodies.

- c. Share your Personal Information with the Company's affiliates and partners in accordance with laws and regulations (as further detailed in the table below).

For entities and individuals with whom we share, provide and whom we entrust to process Personal Information, we will enter into strict confidentiality agreements or terms with them, agreeing on the purpose, time limit and method of the processing, the type of Personal Information, as well as the obligations on processing Personal Information in accordance with our requirements and this Statement and taking relevant confidentiality and security measures. For the use of Sensitive Personal Information, we require third parties to take data desensitization and encryption technologies to better protect your Personal Information.

3. How we store your Personal Information

In principle, we will retain your Personal Information only to the extent necessary to fulfill the aforementioned applicable purposes and for the time period required by laws and regulations.

We will delete your Personal Information after we have completed all work related to the purposes for which Personal Information is processed, with the exception of Personal Information that must be further stored and processed in order to exercise and maintain our rights, such as we may store your relevant Personal Information in accordance with the maximum period of time required by laws and regulations in order to protect against legal risks, to respond to possible regulatory, criminal or civil proceedings etc.

Our employees and our service providers are obliged to maintain the confidentiality of our recruitment activities and to comply with applicable data protection regulations. All such persons who are authorized to access your Personal Information must maintain confidentiality.

We take all necessary technical and organizational measures to guarantee an appropriate level of security and to protect your Personal Information managed by us, in particular against the risk of accidental or unlawful destruction, manipulation, loss, alteration or unauthorized disclosure or unauthorized access. Our security measures will be regularly improved in accordance with technological developments.

4. How your Personal Information will be transferred globally

As the Company is a global company, the Personal Information we collect about you may be transferred across borders between multiple countries or regions, e.g. Germany, in order to fulfill the aforementioned purposes.

When we transfer your Personal Information from the People's Republic of China to other countries or regions, we will strictly comply with relevant laws and regulations and take a series of reasonable measures to ensure that the processing of your Personal Information by overseas recipients meets the same standards of protection as those set forth in Chinese laws and regulations. We will transfer your Personal Information across borders with your separate consent or on the premise of having other legitimate basis, and conduct security assessment of Cross-border Personal Information Transfer in order to adequately prevent and control the risks, and safeguard the security of your Personal Information.

Specifically, the details of Cross-border Personal Information Transfer in accordance with the purposes set out in this Statement are as follows:

NAME AND CONTACT INFORMATION OF THE RECIPIENTS	COUNTRY/TERRITORY TO BE TRANSFERRED	PURPOSE OF TRANSFER	TYPE OF PERSONAL INFORMATION TO BE TRANSFERRED
Daimler Truck AG dataprivacy@daimlertruck.com	Germany	Unified Group Recruitment Management (both Daimler Truck China and the overseas recipient conduct Cross-Border Personal Information Transfer activities based on this purpose)	Name, mobile number, email address, educational attainment, field of studies, work unit, workplace

You may exercise your rights in relation to the processing of Personal Information in accordance with the law by contacting the overseas recipients using the above-mentioned contact details. You can also obtain a list of overseas recipients and a copy of the specially agreed terms and conditions guaranteeing the level of protection of Personal Information transfers by contacting us via the contact details in the "Contact Us" section of this Statement.

5. Your rights

You have the following rights with respect to your Personal Information. You can exercise these rights by contacting us at the contact details set out in this Statement.

- a. Right to restrict processing. You have the right to restrict or refuse our processing of your Personal Information.
- b. Right to access and copy. You have the right to access and copy your Personal Information.
- c. Right to obtain a copy of Personal Information. You may request that we provide you with a copy of your Personal Information.
- d. Right to transfer. You have the right to request that your Personal Information be transferred to another Personal Information processor designated by you.
- e. Right to correct and supplement. If you discover that your Personal Information is inaccurate or incomplete, you have the right to request that we correct or supplement it;
- f. Right to delete. You have the right to request us to delete your Personal Information under certain circumstances.
- g. Right to an explanation. You have the right to request us to provide explanatory notes on the relevant Personal Information processing rules.
- h. Right to object. If you have any objection to the Personal Information processing activities conducted by us and this Statement, you have the right to contact us or resolve the issue through legal means.
- i. Other rights that you are entitled to under the laws and regulations.

6. How we update this Statement

We reserve the right to update this Statement from time to time due to changes in our business and operations or changes in applicable law. Any updates to this Statement will be effective as of the date of the update as soon as the updated version of this Statement is posted. By continuing to use the Services under this Statement after it has been updated, you acknowledge that you have read and understood the updated Statement.

The date of the most recent update will be shown on the front page of this Policy. For material changes, we will provide you with appropriate notice of such material changes. Material changes referred to in this Statement include, but are not limited to:

- a. Changes in the purposes for which Personal Information is processed, the types of Personal Information processed, or how Personal Information is used.
- b. Changes in the primary recipients of Personal Information that is shared with, transferred to, or publicly disclosed to.
- c. Changes in your rights with respect to your participation in the processing of Personal Information and the manner in which they are exercised.
- d. Changes in our responsible department for the process of Personal Information security, contact information and complaint channels.
- e. When a Personal Information security impact assessment report indicates a high risk.

We will only process your Personal Information in accordance with the updated version of this Statement with your prior consent.

7. Contact us

If you need to access and learn more about the processing of your Personal Information or make a request for the exercise of your rights, you can contact us in the following ways.

Email: Compliance_dtc@daimlertruck.com

Contact Address: No.501, 4F, Building 2, No.8, Wangjing Street, Chaoyang District, Beijing, China

Cross-border Personal Information Transfer Protection Statement

☐ I hereby confirm that I agree to Daimler Truck China Recruitment Personal Information Protection Statement.

☐ I hereby confirm that I agree to Daimler Truck China Cross-border Personal Information Transfer Statement:

Daimler Truck is a global company, in order to realize the necessity of unified management of global human resources and recruitment as well as the corresponding internal management and system operation of Daimler Truck, my Personal Information (including name, cell phone number, email address, educational attainment, field of studies, work unit, and work unit) will be transferred to Daimler Truck AG located in Germany, and will be processed and stored in a manner that is processed and stored in a manner consistent with the Daimler Truck China Recruitment Personal Information Protection Statement.

Daimler Truck China Limited and Daimler Trucks and Buses (China) Ltd. are committed to protecting the Personal Information of job applicants. Any questions can be answered by sending an email to Daimler Truck AG dataprivacy@daimlertruck.com and/or Daimler Truck China Compliance_dtc@daimlertruck.com, in order to resolve issues and realize the rights under applicable data protection laws.

Signature: _____

Date of Signature: _____