

## Supplementary Notice for China of Global Applicant Privacy Notice

### 全球应聘者隐私声明中国补充声明

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This *Supplementary Notice for China of Global Applicant Privacy Notice* ("*Applicant Supplementary Notice for China*") is made in accordance with the *Personal Information Protection Law of the People's Republic of China* and other relevant laws and regulations, is a supplement to *Global Applicant Privacy Notice*, and applies to the activities of processing the personal information of natural persons who apply for our positions within China by Ecolab (China) Investment Co. Ltd. and other Ecolab affiliates in China ("Ecolab China", "we" or "us"), and the activities outside of China that are for the purpose of recruiting natural persons in China as well as analyzing and evaluating the behaviors of natural persons who apply for our positions in China ("Scope of Application").

本《全球应聘者隐私声明中国补充声明》（下称“《中国应聘者补充声明》”）依据《中华人民共和国个人信息保护法》和其他相关法律法规制定，是对艺康公司《全球应聘者隐私声明》的补充，适用于艺康（中国）投资有限公司和其他艺康公司在中国的关联公司（下称“艺康中国”或“我们”）在中国境内处理应聘我们的职位的自然人的个人信息的活动和艺康公司在中国境外以向中国境内自然人提供招聘为目的，以及在中国境外分析、评估中国境内应聘我们的职位的自然人的行为的活动（下称“适用范围”）。

**In the event of a conflict between this *Applicant Supplementary Notice for China* and the *Global Applicant Privacy Notice*, this *Applicant Supplementary Notice for China* shall take precedence within the Scope of Application, and the *Global Applicant Privacy Notice* shall apply in respect of any content not expressly set out in this *Applicant Supplementary Notice for China*.**

如果本《中国应聘者补充声明》与《全球应聘者隐私声明》之间存在冲突，在本《中国应聘者补充声明》的适用范围内本《中国应聘者补充声明》应优先适用；对于本《中国应聘者补充声明》未予明确的内容，应以《全球应聘者隐私声明》为准。

For the sole purpose of this *Applicant Supplementary Notice for China*, "China" refers to the mainland region of China, excluding Hong Kong, Macao and Taiwan of China.

仅为本《中国应聘者补充声明》的目的，“中国”指中国大陆地区，不包括中国香港、中国澳门和中国台湾。

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. Sensitive personal information refers to the personal information that is likely to result in damage to the personal dignity of any natural person or damage to his or her personal or property safety once disclosed or illegally used. Sensitive personal information in this *Applicant Supplementary Notice for China* has been **bolded and underlined**.

个人信息是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。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。本《中国应聘者补充声明》中的敏感个人信息已用**加粗加下划线**方式标出。

The processing of your personal information encompasses activities such as the collection, storage, use, disclosure, transfer, and deletion of your personal information.

对您个人信息的处理包括对您个人信息的收集、存储、使用、披露、传输、删除等处理活动。

## **I. Prerequisites for Our Processing of Your Personal Information**

### **我们处理您的个人信息的前提**

We will only process your personal information in accordance with one of the following prerequisites:

我们仅在符合下列情形之一的前提下处理您的个人信息：

1. Your consent is obtained;  
取得您的同意；
2. Necessary for the conclusion and performance of a contract to which you are a party;  
为订立、履行您作为一方当事人的合同所必需；
3. Necessary for the fulfillment of our statutory duties or legal obligations;  
为履行我们的法定职责或者法定义务所必需；
4. Necessary to respond to public health emergencies or to protect the life, health and property of natural persons in case of emergency;

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；

5. Processing your personal information within a reasonable range for the implementation of news reporting, public opinion supervision and 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您的个人信息；

6. Processing your personal information that has been disclosed by yourself or disclosed legally within a reasonable scope in accordance with the *Personal Information Protection Law of the People's Republic of China*;

依照《中华人民共和国个人信息保护法》的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；

7. Other cases stipulated by laws and administrative regulations.

法律、行政法规规定的其他情形。

Please note that if you provide us with the personal information of a third party, such as your employment references (if applicable), then your personal information also includes the personal information of such third party. Please confirm that you have fully informed and obtained the consent and separate consent of the third parties. Your provision of the personal information of third parties to us is deemed that you have informed and obtained the consent and separate consent of the third parties, and you shall bear legal responsibility for this.

请注意，如果您向我们提供第三人的个人信息，比如您的工作证明人（如适用），则您的个人信息也包括该等第三人的个人信息。请确认您已充分告知并取得第三人的同意和单独同意，您向我们提供第三人的个人信息视为您已经告知并取得第三人的同意和单独同意，您应对此承担法律责任。

## **II. How We Process Your Personal Information**

### **我们如何处理您的个人信息**

When you use the services provided by Ecolab, we process your personal information for the following purposes or scenarios (**bolded and underlined** are sensitive personal information):

当您使用艺康提供的服务的过程中，我们出于以下目的或场景处理您的个人信息（加粗加下划线的为敏感个人信息）：

1. **Assisting You in Creating an Ecolab Talent Network Account**

帮助您创建艺康公司人才网账户

When you are interested in applying for a position with us, you may need to register for an Ecolab Talent Network account so that Ecolab can send you targeted job alerts and job-related information that matches your interests. We will need to process your

username/email address, name, country, zip code, phone number, current or former job title, education level, and direction of your interest.

当您有意申请我们的岗位时，您可能需要注册艺康公司人才网账户，以便艺康公司向您发送有针对性的工作机会提示以及与您的兴趣相符的工作相关信息，我们需要处理您的用户名/电子邮箱地址、姓名、所在国家、邮政编码、电话、现任或前任工作职务、教育水平、您感兴趣的工作方向。

## 2. Assisting You in Creating a Job Application Account

帮助您创建职位申请账户

When you apply for a specific position with us, in order to make it easier for you to log in to our job application system and apply for a position, you will need to create an account and we will need to process your email address.

当您申请我们的具体岗位，为了便于您登陆我们的岗位申请系统和申请岗位，您需要创建一个账户，我们需要处理您的电子邮箱地址。

## 3. Assisting You in Applying for a Position

帮助您申请岗位

When you apply for a specific position with us, in order to assess how well your profile matches the position you are applying for, to make it easier to contact you, and to manage this personal information as part of your on-boarding profile and employee file after you are hired, we need to process the following information: how you know us, whether you have been employed by Ecolab before, your country, name, address, email address, phone number, professional experience, education, language, skills, resume, whether you have participated in Ecolab recruitment, whether your relatives have been employed by Ecolab, whether you are subject to a non-compete agreement or other agreement or covenant that conflicts with Ecolab's employment of you, whether you need a visa to work in the country or region for which you are applying, the legitimacy of the job for which you are applying, your expected annual salary, whether you are 18 years of age or older, your highest level of education, your work experience(which may include past positions held, job titles, start and end dates, main job responsibilities, **salary information, social insurance and housing fund contribution status**, reasons for leaving, and work references), whether you are familiar with manufacturing operations or six sigma, the number of years you have worked in the supply chain, and whether you are familiar with the use of office software.

当您申请我们的具体岗位，为了评估您的个人情况与应聘岗位的匹配度、便于与您取得联系以及在您录用后将您这些个人信息作为入职资料和员工档案的一部分进行管理，我们需要处理您的以下信息：了解我们的方式、您是否曾经受雇于艺康、所在国家、姓名、地址、电子邮箱地址、电话、专业经验、教育背景、语言、技能、简历、您是否参加过艺康的招聘、您的亲属是否曾经受雇于艺康、您是否受限于竞业限制协议等与艺康雇佣您有冲突的协议或约定、您是否需要办理签证才能在您所申请的国家或地区工作、您申请的工作的合法性、期望年薪、您是否年满 18 周岁、您

的最高教育水平、您的工作经历（可能包括过往任职职位、职衔、起止日期、主要工作内容、薪资情况、社保及公积金缴纳情况、离职原因、工作证明人）、您是否对制造业务或 six sigma 熟悉、您在供应链领域的工作年限、您是否熟悉办公软件的使用。

#### 4. Medical Examination for Onboarding

入职体检

When we think you are suitable for the position you have applied for, in order to make sure that your health condition meets the requirements of the position, we need to process your **medical examination report for onboarding**.

当我们认为您适合您所申请的岗位，为确保您的身体健康状况符合岗位要求，我们需要处理您的入职体检报告。

#### 5. Background Check

背景调查

When we think you are suitable for the position you have applied for, in order to verify your work experience and performance and conduct a background check, we need to process your resume, name, phone number, and work history.

当我们认为您适合您所申请的岗位，为核实您的工作经历和工作表现，开展背景调查，我们需要处理您的简历、姓名、电话、工作经历、绩效表现、离职原因、相关背调联系人（证明人）及其联系方式。

#### 6. Security

安防

In order to protect the security of our office premises and to provide a basis for possible investigations and criminal investigations, we have installed surveillance equipment in our office premises, which may capture your **portrait**.

为了保障我们办公场所的安全，为可能的调查和刑事侦查提供依据，我们在办公场所内安装了监控设备，监控设备可能会拍摄到您的肖像。

### III. How We Process Your Sensitive Personal Information

我们如何处理您的敏感个人信息

We may process some of your sensitive personal information for the purposes set out in Section II of this *Applicant Supplementary Notice for China*, so please read the types of sensitive personal information carefully and we will only process your sensitive personal information with your separate consent or where there is a legal reason to do so.

为实现本《中国应聘者补充声明》第二节所述的目的，我们可能会处理您的某些敏感个人信息，请您仔细阅读敏感个人信息类型，我们只会在取得您的单独同意后或有法定理由时处理您的敏感个人信息。

### 1. Job Application

职位申请

To evaluate your salary level, we will process your past job **salary information**, as well as **social insurance and housing fund contribution status**.

为了评估您的薪资水平，我们将处理您过往职位的**薪资信息**以及**社保和公积金缴纳情况**。

### 2. Medical Examination for Onboarding

入职体检

we will process your **onboarding medical examination report** to assess whether you are suitable for the position you have applied for and to ensure that your health condition meets the requirements of the role.

为评估您是否适合所申请的岗位，并确保您的健康状况符合岗位要求，我们将处理您的**入职体检报告**。

### 3. Security

安防

In order to protect the security of our office premises and to provide a basis for possible investigations and criminal investigations, we have installed surveillance equipment in our office premises, which may capture your **portrait**.

为了保障我们办公场所的安全，为可能的调查和刑事侦查提供依据，我们在办公场所内安装了监控设备，监控设备可能会拍摄到您的**肖像**。

Please note that the disclosure or improper use of sensitive personal information may have an adverse impact on you. However, such information is necessary to achieve the relevant processing purposes. We are committed to adopting strict security measures and processing it in a way that minimizes the impact on your personal rights and interests.

请您知悉，敏感个人信息一旦泄露或被不当使用，可能会对您产生不利影响。然而，这些信息对于实现相关处理目的是必要的。我们承诺将采取严格的安全措施，并以尽量减少对您个人权益影响的方式进行处理。

Please note that when applying for a position, do not voluntarily provide us with your sensitive personal information, for example, do not include your identification card number, home address, portrait photos belonging to biometric information, and other sensitive personal

information in your resume. If we need to process your sensitive personal information, we will inform you separately.

请您注意，在申请职位时，请勿主动向我们提供您的敏感个人信息，比如请勿在您的简历中写入您的身份证号、家庭地址、属于生物识别信息的肖像照等敏感个人信息。如果我们需处理您的敏感个人信息，我们会另行告知您。

#### **IV. Joint Processing, Entrusting and Provision of Personal Information**

##### **个人信息的共同处理、委托处理和提供**

##### **1. Joint Processing 共同处理**

If we process your personal information jointly with a third party, we will separately inform you of the processor, processing purposes, processing methods, types of personal information processed and other relevant information regarding the joint processing of your personal information ("*Joint Processing Privacy Policy*"). The *Joint Processing Privacy Policy* will preferentially apply to joint processing scenarios.

如果我们与第三方共同处理您的个人信息，我们将另行向您告知共同处理您的个人信息的处理者、处理目的、处理方式、处理的个人信息种类等相关情况（下称“《共同处理隐私政策》”）。《共同处理隐私政策》将优先适用于共同处理场景。

##### **2. Entrusted Processing 委托处理**

We may engage third-party service providers to provide certain services for us or you, and for this purpose we may need to entrust the third-party service providers to process your personal information. We will agree with the third-party service provider in accordance with the law on the purposes, duration and methods of the entrusted processing, the types of personal information, the protection measures, and the rights and obligations of both parties, and we will supervise the personal information processing activities of the third-party service provider.

我们可能会聘请第三方服务商为我们或您提供某些服务，为此我们可能需要委托第三方服务商处理您的个人信息。我们会依法与第三方服务商约定委托处理的目的、期限、处理方式、个人信息的种类、保护措施以及双方的权利和义务等，并对第三方服务商的个人信息处理活动进行监督。

##### **3. Provision 提供**

We may provide your personal information to our partners in order to offer you recruitment services and improve our recruitment process. We will only provide your personal information to our partners after informing you of the names of the recipients, their contact details, the processing purposes, the processing methods and the types of personal information, and obtaining your separate consent, except in cases where there is a legal obligation to do so. Moreover, we will agree with the recipients in accordance with the law on the purposes, duration and methods of the providing, the types of personal

information, the protection measures, and the rights and obligations of both parties, and we will supervise the personal information processing activities of the recipients.

我们可能会向我们的合作伙伴提供您的个人信息，以便为您提供招聘服务以及提高我们的招聘流程。除有法定情形外，我们仅会在向您告知接收方的名称或者姓名、联系方式、处理目的、处理方式和个人信息的种类，并取得您的单独同意后向合作伙伴提供您的个人信息。同时，我们会依法与接收方约定提供的目的、期限、处理方式、个人信息的种类、保护措施以及双方的权利和义务等，并对接收方的个人信息处理活动进行监督。

## V. Cross-Border Provision of Personal Information

### 个人信息的跨境提供

As Ecolab's business and personnel are distributed globally, we have adopted globally deployed information systems and globally unified recruitment management policies, including but not limited to job position determination, applicant screening, interviews and evaluations, background checks, and onboarding arrangements. Consequently, subject to compliance with applicable legal requirements, we may provide some of your personal information described in Section II of this *Applicant Supplementary Notice for China* to Ecolab USA Inc., our affiliate located outside of China ("Overseas Recipient") through Ecolab's internal office systems or by other reasonable means. We and our Overseas Recipient are committed to implementing security measures to protect the security of your personal information in accordance with the law.

由于艺康的业务和人员分布全球，我们采用全球统一部署的信息系统和全球统一的招聘管理制度，包括但不限于招聘职位确定，求职者筛选、面试和评估，背景调查和安排入职等方面。因此，在遵守适用的法律要求的前提下，我们可能通过艺康内部办公系统或其他合理方式向我们位于中国境外的关联公司 Ecolab USA Inc.（下称“境外接收方”）提供本《中国应聘者补充声明》第二节中描述的您的部分个人信息。我们和境外接收方承诺依法采取安全保护措施以保护您的个人信息安全。

If you wish to learn more about the cross-border provision of your personal information or wish to exercise your rights under the *Personal Information Protection Law of the People's Republic of China*, you can contact us or the Overseas Recipient through the contact information in Section VIII.

如果您希望了解更多有关您个人信息跨境提供的情况或者希望依据《中华人民共和国个人信息保护法》行使您的相关权利，您可以通过第八节中的联系方式联系我们或者境外接收方。



If there is any substantial change of the processing methods, the processing purposes ,or other related matters in the course of the cross-border provision of your personal information, we will ask for your separate consent again.

如果在个人信息跨境提供过程中，我们对您的个人信息的处理方式、处理目的等事项有任何实质改变的，我们将再次征求您的单独同意。

## **VI. Retention Period of Personal Information**

### **个人信息的保存期限**

Unless otherwise required by laws or regulations, we will only store your personal information for the shortest period of time necessary to fulfill the processing purposes. For job applicants, we will generally keep your personal information for the duration of your application and for one year after we determine that we will not hire you, but you can consent to us keeping your personal information so that we can keep you informed of future job opportunities.

除法律法规另有要求外，我们仅在实现您的个人信息处理目的所必要的最短时间内保存您的个人信息。对于应聘者而言，我们通常会在您应聘期间以及确定不录用您之后的一年内保存您的个人信息，但是您可以同意我们保存您的个人信息，以便我们随时通知您未来的工作机会。

If you would like to know more about the retention period of your personal information, you can contact us through the contact information in Section VIII.

如果您希望了解更多有关您的个人信息的保存期限情况，您可以通过第八节中的联系方式联系我们。

## **VII. Security Incidents**

### **安全事件**

We have taken management and technical protection measures to protect the security of personal information. However, the Internet environment is not absolutely safe, and in the unfortunate event of a security incident of personal information, we will immediately take remedial measures and inform you of the security incident when necessary. At the same time, we will also report the security incident to the relevant authorities in accordance with relevant laws and regulations.

我们采取了管理的和技术的保护措施以保护个人信息安全，但互联网环境并非绝对安全，如不幸发生个人信息安全事件，我们将立即采取补救措施，并在必要时向您告知安全事

件的相关情况。同时，我们还将根据相关法律法规的规定向相关主管部门汇报安全事件的相关情况。

## **VIII. Your Rights**

### **您的权利**

According to the *Personal Information Protection Law of the People's Republic of China* and relevant laws, you have the right to request access, correction, deletion, explanation, withdrawal of your personal information, account cancellation and other rights. Please note that when you withdraw your authorization, we will no longer process your corresponding personal information, but your decision to withdraw your consent will not affect the previous personal information processing activities based on your consent. Please understand that due to regulatory requirements, technical constraints and cost considerations, we may refuse your requests that have no legal basis, are technically difficult to fulfill or are too costly to fulfill, or we may need to charge you a reasonable fee.

根据《中华人民共和国个人信息保护法》及相关法律规定，您有请求访问、更正、删除、解释说明、撤回您的个人信息、注销账号以及其他权利。请您注意，当您撤回授权后，我们将不再处理您相应的个人信息，但您撤回同意的决定不会影响此前基于您的同意而开展的个人信息处理活动。请您理解，基于法规要求、技术限制和成本考虑，对于您的没有法律依据的、技术上难以实现或者实现成本过高的请求我们可能予以拒绝或者需要收取合理费用。

If you wish to exercise your rights in this regard, you may contact us as follows and we will respond to your request as soon as possible:

如您想要行使相关权利，可通过以下方式联系我们，我们将尽快响应您的请求：

To us (for all requests relating to your personal information):

致我们（与您的个人信息有关的所有请求）：

[cndataprivacy@ecolab.com](mailto:cndataprivacy@ecolab.com)

To the Overseas Recipient (for requests related to the cross-border provision of your personal information only):

致境外接收方（仅限与您个人信息出境有关的请求）：

[dataprivacy@ecolab.com](mailto:dataprivacy@ecolab.com)

## **IX. Changes to This Applicant Supplementary Notice for China**

本《中国应聘者补充声明》的变更

We reserve the right to amend this *Applicant Supplementary Notice for China* at any time in light of changes in laws and regulations, regulatory requirements, company policies, or personal information processing circumstances. We will notify you of the revised notices.

我们有权根据法律法规变化、监管要求、公司政策、个人信息处理情况的变化等随时修改本《中国应聘者补充声明》，我们会将修改后的声明告知您。