

Supplementary Notice for China of Global Employee Privacy Notice

全球员工隐私声明中国补充声明

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This *Supplementary Notice for China of Global Employee Privacy Notice* ("*Employee 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 Employee Privacy Notice*, and applies to the activities of processing the personal information of natural persons who are employed by us 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 hiring natural persons in China as well as analyzing and evaluating the behaviors of natural persons who are employed by us in China. Specifically, this includes, but is not limited to, the processing of your personal information in the course of your employment with Ecolab in any way (including, but not limited to, entering into an employment relationship, labor dispatch, outsourcing, internships) ("*Scope of Application*").

本《全球员工隐私声明中国补充声明》（下称“《中国员工补充声明》”）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《全球员工隐私声明》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”）在中国境内处理受雇于我们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雇佣为目的，以及在中国境外分析、评估中国境内受雇于我们的自然人的行为的活动，具体而言，包括但不限于您以任何方式受雇于艺康中国（包括但不限于建立劳动关系，通过劳务派遣方式受雇，通过服务外包方式提供服务，实习）的过程中我们对您的个人信息的处理（下称“适用范围”）。

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

如果本《中国员工补充声明》与《全球员工隐私声明》之间存在冲突，在本《中国员工补充声明》的适用范围内本《中国员工补充声明》应优先适用；对于本《中国员工补充声明》未予明确的内容，应以《全球员工隐私声明》为准。

This Employee Supplementary Notice for China does not alter your labor or any form of employment relationship.

本《中国员工补充声明》不改变您的劳动或任何形式的雇佣关系。

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

仅为本《中国员工补充声明》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 *Employee 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《中国员工补充声明》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 or performance of a contract to which you are a party, or for the implementation of human resource management in accordance with lawfully established labor rules and regulations or lawfully signed collective agreements;
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和依法签订的集体合同实施人力资源管理所必需；
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 relatives and friends (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，比如您的亲友（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

During the process of Ecolab establishing, maintaining and terminating a labor, employment or service relationship with you, we process your personal information for the following purposes or scenarios (bolded and underlined are sensitive personal information):

在艺康与您建立、维持和终止劳动、雇佣或劳务关系的过程中，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. Establishment of Personnel Files and Employee Management

建立人事档案和进行员工管理

When you join us, in order to establish a personnel file for you, carry out human resource management, provide you with benefits and employee services, carry out human resource statistical analysis, fulfill the labor contract with you, the rules and regulations and collective contract formulated in accordance with the law, as well as to fulfill the legal obligations of the employer, we need to process your name, date of birth, gender, nationality, phone number, email address, **photo**, family relationship, **nationality**, **residency**, family members, **valid identity document information**, **passport information**, **non-mainland resident residence permit information**, **bank account number**, **social security information**, **provident fund information**, **salary**, **reimbursement bills**, **tax information**, **credit information**, academic qualifications, degrees, work experience, external training records, award certificates, qualification certificates, work location, department to which you belong, job relationship, employee ID, position, job duties, job performance objectives and results, work performance, information on job works and inventions, **information on violations of laws and disciplines**, **sick leave**, other leave status, **medical examination report for onboarding**, **marital history**, **child information**, emergency contact person and his/her phone number.

当您入职后，为了给您建立人事档案，进行人力资源管理，向您提供福利和员工服务，进行人力资源统计分析，履行与您的劳动合同、依法制定的规章制度和集体合同，以及履行用人单位的法定义务，我们需要处理您的姓名、生日、性别、国籍、电话、电子邮箱、**照片**、家庭关系、**民族**、**住址**、家庭成员、**有效身份证件信息**、**护照信息**、**非大陆居民居住证信息**、**银行账号**、**社保信息**、**公积金信息**、**薪资**、**报销票据**、**税务信息**、**信用信息**、学历、学位、工作经历、外部培训记录、奖励证书、资质证书、工作地点、所属部门、工作关系、工号、职位、工作职责、工作绩效目标和结果、工作表现、职务作品和发明信息、**违法违纪信息**、**病假**、其他休假情况、**入职体检报告**、**婚史**、**子女信息**、紧急联系人和其电话。

2. Training

培训

In order to provide you with learning and development and carry out training, we need to process your name, phone number, email address, education, degree, work experience, external training records, award certificates, qualification certificates, department, employee ID, position, job duties, job performance objectives and results, and job performance.

为了向您提供学习和发展,开展培训工作,我们需要处理您的姓名、电话、电子邮箱、学历、学位、工作经历、外部培训记录、奖励证书、资质证书、所属部门、工号、职位、工作职责、工作绩效目标和结果、工作表现。

3. Attendance and Leave

考勤和休假

In order to manage attendance and leave for payroll calculations and leave approvals, we need to process information about your attendance and **documentation of sick leave or other special leave.**

为了进行考勤管理和休假管理,以便计算薪资和进行休假审批,我们需要处理您的考勤信息、**病假或者其他特殊休假的证明材料。**

4. Payment of Salary and Reimbursement, Payment of Social Security and Provident Fund, Purchase of Commercial Insurance

发放薪资和报销、缴纳社会保险和公积金、购买商业保险

In order to pay your salary and reimbursement, pay social insurance and provident fund, we need to process your name, date of birth, phone number, **valid identity document information, bank account number, reimbursement bills, travel information, purchase documents, social security information, provident fund information,** family members' information.

为了向您发放薪资和报销,缴纳社会保险和公积金,我们需要处理您的姓名、出生年月、电话、**有效身份证件信息、银行账号、报销票据、差旅信息、购买单据、社保信息、公积金信息、**家庭成员信息。

5. Provision of IT Services

提供 IT 服务

When you use the computers and other equipment we provide, as well as office systems, in order to facilitate your operating system and complete your work tasks, we need to process your name, employee ID, system account, password, email address, **communication information,** device usage information (IP address, user identification, Mac address, logs), as well as any information you create or upload in these devices, systems, and other resources. To avoid any doubt, when using company assets, systems, and other resources (including but not limited to company computers, company mobile phones, company networks, company accounts), you should not have any expectation of privacy. We have the right to access, retrieve, copy, retain, disclose, analyze, transfer, and delete this information at any time.

当您使用我们提供的计算机等设备，以及办公系统，为了便于您操作系统，完成工作任务，我们需要处理您的姓名、工号、系统账户、密码、电子邮件地址、**通信信息**、设备使用信息（IP 地址、用户身份标识、Mac 地址、日志）以及您在这些设备、系统和其他资源中创建或上传的任何信息。为避免疑义，在使用公司资产、系统及其他资源（包括但不限于公司电脑、公司手机、公司网络、公司帐号）时，您不应当有任何隐私期待，我们有权随时查阅、调取、复制、留存、披露、分析、传输、删除这些信息。

6. Conducting Business

开展业务

When we conduct business, carry out operational management, communicate with partners, establish business or other forms of cooperative relationships, participate in bidding, investment and financing, introduce investors, or invest in other entities, we need to process your name, age, job title, employee ID, job responsibilities, work experience, educational background, **photos**, and **videos**, system account, password, email address, **communication information**, device usage information (IP address, user identification, Mac address, logs), and any information generated from and stored in your use of company assets, systems and other resources (including but not limited to company computers, company mobile phones, company networks, company accounts).

当我们开展业务，进行经营管理，与合作伙伴沟通或建立商业或其他形式的合作关系，招投标，投融资、引入投资者，投资其他实体时，我们需要处理您的姓名、年龄、职务、工号、工作职责、工作经历、教育经历、**照片**、**视频**、系统账户、密码、电子邮件地址、**通信信息**、设备使用信息（IP 地址、用户身份标识、Mac 地址、日志）、使用公司资产、系统及其他资源（包括但不限于公司电脑、公司手机、公司网络、公司帐号）产生的和存储于其中的任何信息。

7. Conducting Disciplinary or Compliance Investigations

开展纪律或合规调查

When we consider it necessary to carry out disciplinary or compliance investigations, we need to process your personal information including name, age, job title, **salary**, **benefits**, job responsibilities, work experience, educational background, **photos**, **videos**, performance, family relationships, conflict-of-interest information, system account, password, email address, **communication information**, device usage information (IP address, user identification, Mac address, logs) and any information generated from and stored in your use of company assets, systems and other resources (including but not limited to company computers, company mobile phones, company networks, company accounts).

当我们认为有必要开展纪律或合规调查时，我们需要处理您的姓名、年龄、职务、**薪资**、**福利**、工作职责、工作经历、教育经历、**照片**、**视频**、绩效表现、家庭关系、利益冲突信息、系统账户、密码、电子邮件地址、**通信信息**、设备使用信息（IP 地

址、用户身份标识、Mac 地址、日志）、使用公司资产、系统及其他资源（包括但不限于公司电脑、公司手机、公司网络、公司帐号）产生的和存储于其中的任何信息。

8. Carrying Out Company Publicity

开展公司宣传

When we carry out company publicity and need to produce publicity materials, we need to process your name, age, position, job duties, job performance objectives and results, work experience, education experience, **photos, videos, audio**, social media information, **family members' information**.

当我们开展公司宣传，需要制作宣传素材，我们需要处理您的姓名、年龄、职务、工作职责、工作绩效目标和结果、工作经历、教育经历、**照片**、**视频**、**音频**、社交媒体信息、**家庭成员信息**。

9. 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 *Employee 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. Please understand that this sensitive personal information is necessary for us to fulfill the purposes for which we process it, and that if you do not consent to the processing of your sensitive personal information, it will affect the establishment, maintenance, and termination of the labor, employment or service relationship between us and you, and may also impact your rights and interests. The circumstances in which we process your sensitive personal information are set out below:

为实现本《中国员工补充声明》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。请您理解，这些敏感个人信息对于我们实现处理目的而言是必需的，如您不同意我们处理您的敏感个人信息，将影响我们与您建立、维持和终止劳动、雇佣或劳务关系，并将影响您的权益。我们处理您的敏感个人信息的情况如下：

1. Establishment of Personnel File and Employee Management

建立人事档案和进行员工管理

When you join the company, in order to establish personnel files for you, carry out employee management, provide you with benefits and employee services, carry out human resources statistical analysis, fulfill the labor contract with you, the rules and regulations and collective contract formulated in accordance with the law, as well as to fulfill the employer's legal obligations, we need to process your **nationality, photo, address, valid ID information, passport information, non-mainland resident residence permit information, bank account number, social security information, provident fund information, salary, reimbursement bills, tax information, credit information, information on violations of laws and disciplines, sick leave, medical examination report for onboarding, marital history, child information.**

当您入职后，为了给您建立人事档案，进行员工管理，向您提供福利和员工服务，进行人力资源统计分析，履行与您的劳动合同、依法制定的规章制度和集体合同，以及履行用人单位的法定义务，我们需要处理您的**民族、照片、住址、有效身份证件信息、护照信息、非大陆居民居住证信息、银行账号、社保信息、公积金信息、薪资、报销票据、税务信息、信用信息、违法违纪信息、病假、入职体检报告、婚史、子女信息。**

2. Attendance and Leave

考勤和休假

In order to manage attendance and leave for payroll calculations and leave approvals, we need to process your **documentation of sick leave or other special leave.**

为了进行考勤管理和休假管理，以便计算薪资和进行休假审批，我们需要处理您的**病假或者其他特殊休假的证明材料。**

3. Payment of Salary and Reimbursement, Payment of Social Security and Provident Fund, Purchase of Commercial Insurance

发放薪资和报销、缴纳社会保险和公积金、购买商业保险

In order to pay your salary and reimbursement, pay social insurance and provident fund, we need to process your **valid identity document information, bank account number, reimbursement bills, travel information, purchase documents, social security information, provident fund information.**

为了向您发放薪资和报销，缴纳社会保险和公积金，我们需要处理您的**有效身份证件信息、银行账号、报销票据、差旅信息、购买单据、社保信息、公积金信息。**

4. Provision of IT Services

提供 IT 服务

When you use the computers and other equipment we provide, as well as office systems, in order to facilitate your operating system, to complete the work tasks, we need to process your **communication information**.

当您使用我们提供的计算机等设备，以及办公系统，为了便于您操作系统，完成工作任务，我们需要处理您的**通信信息**。

5. Conducting Business

开展业务

When we conduct business, carry out operational management, communicate with partners, establish business or other forms of cooperative relationships, participate in bidding, investment and financing, introduce investors, or invest in other entities, we need to process your **photos, videos, communication information**.

当我们开展业务，进行经营管理，与合作伙伴沟通或建立商业或其他形式的合作关系，招投标，投融资、引入投资者，投资其他实体时，我们需要处理您的**照片、视频、通信信息**。

6. Conducting Disciplinary or Compliance Investigations

开展纪律或合规调查

When we consider it necessary to carry out disciplinary or compliance investigations, we need to process your personal information including **salary, benefits, photos, videos**.

当我们认为有必要开展纪律或合规调查时，我们需要处理您的**薪资、福利、照片、视频、通信信息**。

7. Carrying Out Company Publicity

开展公司宣传

When we carry out company publicity and need to produce publicity materials, we need to process your **photos, videos, audio and family members' information**.

当我们开展公司宣传，需要制作宣传素材，我们需要处理您的**照片、视频、音频、家庭成员信息**。

8. 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**。

If we process other sensitive personal information not listed above, we will seek your separate consent priorly.

如果我们处理上述未列举的其他敏感个人信息，我们将另行事先征求您的单独同意。

Please be aware that any leakage or misuse of your sensitive personal information may lead to adverse effects. We have adopted reasonable security measures in accordance with the law to protect the security of your personal information when processing all your personal information.

请您知晓，您的敏感个人信息一旦泄露或不当使用可能会产生不利影响。我们在处理您的所有个人信息时已经依法采用合理的安全措施以保障您的个人信息安全。

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 provide you with better employee services and benefits and to improve our operational efficiency. 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，以便为您提供更好的员工服务和福利以及提高我们的运营效率。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 human resources management and business operation policies, including but are not limited to human resources activities such as employee recruitment, onboarding, role assignment, performance evaluation, internal investigations, disciplinary actions, incentives, selection, training, compensation, and benefits, as well as business operations such as procurement, research and development, operations, information system management, finance and audit management, communications, marketing, publishing and distribution, sales, and public relations. Consequently, subject to compliance with applicable legal requirements, we may provide some of your personal information described in Section II of this *Employee 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人力资源管理及业务运营制度，包括但不限于员工招聘、入职、职责分配、考核、内部调查、违纪处理、激励、选拔、培训、薪酬福利等人力资源工作方面和采购、研发、运营、信息系统管理、财务和审计管理、通讯、市场、出版发行、销售、公关等业务运营方面。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《中国员工补充声明》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 employees, we will keep your personal information for the duration of your employment; after you leave our company, depending on your needs and the need to carry out human resources and social security related business, we may adopt different retention periods for different categories of personal information and strictly limit the use of your personal information, and will only store your personal information in a protected manner, unless it is necessary.

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。对于员工而言，我们会在您在职期间保存您的个人信息；当您离职后，根据您的需求，以及办理人力资源和社会保障相关业务的需要，我们可能会针对不同类别的个人信息采取不同的保存期限，并且会对您的个人信息的使用进行严格限制，除有必要外，我们仅会进行有保护措施存储。

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

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

IX. Changes to This *Employee Supplementary Notice for China*

本《中国员工补充声明》的变更

We reserve the right to amend this *Employee 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《中国员工补充声明》，我们会将修改后的声明告知您。