

JOB APPLICANT PRIVACY NOTICE

應徵者隱私權聲明

As part of the recruitment process, the Company collects and processes personal data relating to job applicants. The Company is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

收集與處理應徵者的相關個人資料為本公司招聘流程之一部分，本公司承諾透明化收集和使用資料的方式，並且遵守我們的資料保護義務。

What information does the Company collect? 本公司收集之資料內容？

The Company collects a range of information about you. This includes –
本公司收集與您有關的大量資料，包括：

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- 您的姓名、地址和聯絡詳細資料，包括電子郵件地址和電話號碼。
- 您的資格、技術、經驗和就業史之詳細說明。
- 有關您的目前薪酬等級之資料，包括享有之福利。

The Company collects this information in a variety of ways. For example, data might be collected through interviews or other forms of assessment. 本公司係以各種方式收集相關資料，例如：可能透過面試或其他形式之評核收集資料。

The Company will also collect personal data about you from third parties, such as CV's or resumes from Recruitment Agencies. The Company will only seek reference information once a job offer has been made to you and will inform you that it is doing so. 本公司亦將向第三人收集您的個人資料，例如向職業介紹所取得之個人簡歷及履歷。本公司僅會在向您做出工作要約後要求參考資料，並將通知您該要求。

Data is stored in a range of different places, including in the Company's HR management systems and in other IT systems operated by or on behalf of the Company (including the Company's email system). 資料儲存於多個不同地點，包括本公司之人力資源管理系統以及本公司或他人代理本公司營運之其他資訊科技系統（包括本公司之電子郵件系統）。

Why does the Company process personal data? 本公司處理個人資料之理由？

In some cases, the Company needs to process data to ensure that it is complying with its legal obligations. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Company to manage the recruitment process, assess and confirm a candidate's suitability for

employment and decide to whom to offer a job. The Company may also need to process data from job applicants to respond to and defend against legal claims.

於某些情形下，本公司需要處理資料以確保遵守其本身之法定義務。本公司持有合法權益，得於招聘期間處理個人資料，並得保存流程紀錄。應徵者資料之處理，准許本公司得管理招聘流程、評估和確認求職者之就業適合性以及決定應向何者提供工作。本公司亦可能必須處理應徵者之資料，藉此因應且抗辯任何法律告訴。

Where the Company relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of data subjects and has concluded that they are not. The Company will not use your data for any purpose other than the recruitment exercise for which you have applied. 若本公司信賴合法權益，將其視為處理資料之理由，即表示其已考量該權益是否因資料對象之權利及自由而無效，且已判斷未因此無效。除為您已申請之招聘工作之目的以外，本公司將不會為其他目的使用您的資料。

Who has access to data? 誰可以調閱資料？

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, managers and other employees involved in the recruitment process and IT employees if access to the data is necessary for the performance of their roles. The Company will not share your data with third parties. 您的資料將為招聘工作之目的而於內部供人分享，包括必須調閱資料履行職責之人力資源和招聘小組之成員、參與招聘流程之經理，以及其他員工及資訊科技員工。本公司將不會與第三人分享您的資料。

Your data will be transferred outside the European Economic Area (EEA) to our US facility in order to carry out the recruitment exercise. Transfers of personal data to the US are subject to formal contractual arrangements between Greene, Tweed & Co. Ltd and Greene, Tweed Services LLC. 您的資料將於歐洲經濟區（EEA）境外傳送給本公司於美國之廠房，以利完成招聘工作。將個人資料傳送至美國，必須透過 Greene, Tweed & Co. Ltd 和 Greene, Tweed Services LLC 之間正式訂立契約安排。

How does the Company protect data? 本公司保護資料之方式？

The Company takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those persons authorised to do so in the performance of their duties.

Where the organisation engages third parties to process personal data on its behalf, they do so under a duty of confidentiality. 本公司會審慎保障您的資料，且制定適當內部政策及控制措施，確保您的資料不會遭到遺失、意外銷毀、不當使用或被揭露，並且除被授權於履行職責時可調閱該資料之人以外，任何人均不得調閱該資料。

若機構僱用第三人代理處理個人資料，則該第三人應負處理該資料之相關保密義務。

For how long does the Company keep data? 本公司保存資料之期限？

If your application for employment is unsuccessful, the Company will hold your data on file for a period of 1 year after the end of the relevant recruitment process. If you agree to allow the Company to keep your personal data on file, the Company will hold your data on file for a further agreed time period for consideration for future employment opportunities. At the end of that period, your data is deleted or destroyed. 若您的求職不成功，本公司將於相關招聘流程結束後的一年內仍保存您的資料存檔。若您同意准許本公司保存您的個人資料存檔，則本公司將基於未來就業機會，繼續於另約定之期間內保存您的資料存檔。於該期間結束時，您的資料將被刪除或銷毀。

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new Privacy Notice. 若您的求職成功，於招聘流程收集之個人資料將被移轉至您的個人檔案，且於您的雇用期間，該個人資料將予以保存。您的資料保存期間，將另以新的隱私通知提供給您知悉。

Your rights 您的權利

As a data subject, you have a number of rights. You can:

身為資料對象，您擁有數項權利。您可以：

- require the Company to change incorrect or incomplete data
- 要求本公司變更不正確或不完整之資料。

If you would like to exercise any of these rights, please contact a member of the HR team.

若您欲行使任何該權利，請聯絡人力資料小組的任何成員。

What if you do not provide personal data? 若您未提供個人資料之結果？

You are under no statutory or contractual obligation to provide data to the Company during the recruitment process. However, if you do not provide the information, the Company may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the Taiwan and satisfactory references.

您無法定或契約義務需於招聘過程提供本公司資料。惟，若您不提供該資料，本公司可能無法適當或完整處理您的求職。若您的求職成功，任何工作要約之附帶條件即為您必須提供能證明您於台灣的工作權之證據，以及其他符合要求之參考資料。

I confirm that I have read and understood the contents of the Job Applicant Privacy Notice

本人確認已詳閱且瞭解本應徵者隱私通知之內容。