

Sodexo China Recruitment Privacy Policy

索迪斯中国招聘隐私政策

1 PURPOSE 目的

The purpose of this Recruitment Privacy Policy (hereafter « **Policy** ») is to inform you, as a job applicant [hereafter “Candidate(s)“], of the processing conditions of your Personal Information by Sodexo.

本招聘隐私政策（以下简称为“《政策》”）的目的是向您【作为求职者（以下简称为“候选人”）】告知索迪斯处理您的个人信息的状况。

2 SCOPE OF APPLICATION 适用范围

This policy applies to all Candidates in all Sodexo legal entities in Mainland China.

本政策适用于中国大陆地区各法人公司的所有候选人。

3 DEFINITIONS 定义

“**Personal Information**” means various information which is recorded in electronic or any other form and used alone or in combination with other information to recognize the identity of a natural person, including but not limited to name, date of birth, ID number, personal biological identification information, address and telephone number of the natural person;

“**个人信息**”指的是以电子或者其他方式记录的能够单独或者与其他信息结合识别自然人个人身份的各种信息，包括但不限于自然人的姓名、出生日期、身份证件号码、个人生物识别信息、住址、电话号码等；

“**Processing**” or “**Process**” means an operation or set of operations which is performed upon Personal Information or on sets of Personal Information, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure or destruction.

“**正在处理**”或“**处理**”指的是针对个人信息或个人信息集执行的操作或操作集（无论是否通过自动化方式），例如数据的收集、记录、组织、结构化、储存、适应或变更、检索、咨询、使用、透露、传播、或以其它方式提供、对齐或组合、限制、删除或销毁等。

4 PROTECTION PRINCIPLE OF PERSONAL INFORMATION 个人信息保护原则

We will comply with the China’s data protection laws and regulations and any other applicable law. We will deal with your Personal Information in accordance with these principles below:

我们将遵守中国数据保护相关法律法规。我们将根据以下原则处理您的个人信息：

- (1) Consistency between rights and liabilities: it shall ensure the security of Personal Information by technical and other necessary measures, bear liabilities for any damage caused by its activities of processing Personal Information to the legal rights and interests of Personal Information subjects.

权责一致——采取技术和其他必要的措施保障个人信息的安全，对其个人信息处理活动对个人信息主体合法权益造成的损害承担责任。

- (2) Clear purposes: it shall have lawful, justified, necessary and clear purposes in processing Personal Information.

目的明确——具有明确、清晰、具体的个人信息处理目的。

- (3) Solicitation for consent: it shall explicitly specify the purposes, manners, scope and rules in respect of the processing of Personal Information and seek Personal Information subjects' authority and consent.

选择同意——向个人信息主体明示个人信息处理目的、方式、范围等规则，征求其授权同意。

- (4) Minimum sufficiency: it shall merely process the minimum categories and amount of Personal Information necessary for achieving the purposes authorized and consented to by Personal Information subjects. It shall delete the Personal Information in a timely manner once these purposes are achieved.

最小必要——只处理满足个人信息主体授权同意的目的所需的最少个人信息类型和数量。目的达成后，应及时删除个人信息。

- (5) Openness and transparency: it shall make public the scope, purposes, rules, etc. in respect of the processing of Personal Information in an explicit, easily understandable and reasonable manner, and accept public oversight.

公开透明——以明确、易懂和合理的方式公开处理个人信息的范围、目的、规则等，并接受外部监督。

- (6) Guarantee of security: it shall be capable of ensuring the security of a certain degree corresponding to the security risks it faces and take sufficient management measures and technological approaches to safeguard the confidentiality, completeness and availability of Personal Information.

确保安全——具备与所面临的安全风险相匹配的安全能力，并采取足够的管理措施和技术手段，保护个人信息的保密性、完整性、可用。

- (7) Involvement of Personal Information subjects: it shall provide Personal Information subjects with opportunities to query, modify and delete their own Personal Information and to withdraw their consent and cancel their own account.

主体参与——向个人信息主体提供能够查询、更正、删除其个人信息，以及撤回授权同意、注销账户、投诉等方法。

5 CATEGORIES, METHODS AND LEGAL BASIS OF PERSONAL INFORMATION PROCESSED 处理的个人信息的类别、方式和法律基础

We may also use your Personal Information in the following situations:

我们会在如下情形下使用您的个人信息：

- (1) Where we need to manage Sodexo talent pool and recruitment;

我们需要进行索迪斯人才库管理和招聘管理；

- (2) To answer your inquiry;

答复您的询问；

- (3) Where we must comply with legal or regulatory obligations;
我们必须遵循法律或监管义务；
- (4) Where we need to protect your vital interests (or any other Candidate's vital interests);
我们需要保护您的切身利益（或任何其他候选人的切身利益）；
- (5) Where it is needed for the performance of a task carried out in the public interest or in the exercise of official authority vested in Sodexo;
执行索迪斯为公共利益或行使索迪斯赋予的职权所需要的；
- (6) We may also we may also seek your consent to collect, hold, use and disclose your personal data for any other purpose not listed above.
我们基于您的同意，为除上述所列以外的其他目的收集、持有、使用和披露您的个人信息。

6 COLLECTING SOURCES OF PERSONAL INFORMATION 个人信息的收集

We collect Personal Information about Candidates through the application and recruitment process, either directly from Candidates or sometimes from an employment business/agency. We may sometimes collect additional information from third parties including former employers, existing or potential clients or customers. Examples regarding direct sources of Candidates' Personal Information are as follows (without this list being exhaustive):

在申请和招聘过程中，我们会直接向候选人，或会通过职业介绍所/招聘代理机构收集候选人的个人信息。我们有时可能会从第三方（包括前雇主、现有或潜在客户）收集额外的信息。以下是关于候选人个人信息直接来源的示例（此列表为非详尽列出）：

- (1) Candidates may send their personal resumes to Sodexo for seeking the potential job opportunities;
候选人可向索迪斯投递其个人简历以寻找合适的工作机会；
- (2) Candidates may apply directly to a position via Sodexo official website or the 3rd party recruitment website;
候选人可通过索迪斯官网或第三方招聘网站直接应聘；
- (3) Candidates may make a referral of any other jobseekers;
求职者可推荐任何其他求职者；
- (4) Candidates may provide details of their emergency contacts;
候选人可提供其紧急联系人的详细信息；
- (5) Candidates may provide us the contact details of a referee;
候选人可向我们提供推荐人的联系方式；
- (6) Candidates may be sourced by Sodexo HR from other recruitment channels.
候选人可能由索迪斯人力资源从其他招聘渠道获得。

7 SHARING OF PERSONAL INFORMATION 个人信息的对外共享

Your Personal Information will only be made available to those who are entitled to know about it due to their responsibilities.

您的个人信息将仅提供给因其职责而有权知悉的人员。

We may not share your Personal Information with third parties, including third-party service providers and other providers without your prior consent.

未经您的事先同意，我们不会与第三方，包括第三方服务供应商和其他供应商共享您的个人信息。

Once we share your Personal Information internally, we will provide adequate safeguards in order to respect the security of your Personal Information and to process it in accordance with the China's data protection laws and regulations and any other applicable law.

一旦我们在内部共享您的个人信息，我们将提供充分的保护措施，以尊重您的个人信息的安全，并根据中国的数据保护法律法规和任何其他适用法律处理该等信息。

7.1 RECIPIENTS OF PERSONAL INFORMATION 个人信息的接收者

Only those authorized for their missions or functions should be able to access your Personal Information processed, within the strict limits of their respective responsibilities and the performance of those missions and functions.

只有被授权执行任务或职能的人员才能在各自职责和履行该等任务和职能的严格范围内访问经过处理的您的个人信息。

Examples include:

举例如下：

- (1) Qualified persons responsible for Sodexo talent pool and recruitment management;
负责索迪斯人才库和招聘管理的人员；
- (2) Persons responsible for ensuring the safety of people and property, for the purposes of controlling access to premises and work tools;
基于控制访问地点和工作工具目的，负责确保人员和财产安全的人员；
- (3) Those empowered to make Digital Resources available and to ensure and control its security;
被授权提供数字资源并确保和控制数字资源安全的人员；
- (4) Manager(s) of specific departments who are seeking for appropriate Candidates for the job vacancies;
为职位空缺寻找合适候选人的特定部门的经理；

7.2 EXCEPTIONS TO OBTAINING CONSENT PRIOR TO THE SHARING, TRANSFER OR PUBLIC DISCLOSURE OF YOUR PERSONAL INFORMATION 共享、转让、公开披露您的个人信息时事先征得您授权同意的例外

In the following cases, under these circumstances, your prior consent is not needed for us to share, transfer and publicly disclose your Personal Information

以下情形中，我们共享、转让、公开披露您的个人信息无须事先征得您的授权同意：

- (1) In connection with the fulfilment of our obligations under applicable data protection laws;
关于我们履行适用的数据保护法律项下的义务；
- (2) Directly related to national security or national defence;
与国家、国防安全直接相关的；
- (3) Directly related to public security, public health or major public interests;
与公共安全、公共卫生、重大公共利益直接相关的；
- (4) Directly related to criminal investigations, prosecutions, trials or execution of court decisions;
与刑事侦查、起诉、审判和判决执行等直接相关的；
- (5) For the purpose of safeguarding your or other individuals' life, property or other significant lawful rights and interests, and it is hard to obtain your consent;
为保障您或其他个人的生命、财产等重大合法权益但又难以征得您的授权同意的；
- (6) Personal Information you disclosed to the public proactively;
您自行向公众公开的个人信息；
- (7) Personal Information is collected from legally and publicly disclosed information, such as legal news reports and government information disclosure.
你的个人信息是从合法公开披露的信息中收集的，如合法的新闻报道、政府信息公开等渠道。

8 DATA SECURITY 数据安全

We take all necessary precautions in light of the risks presented by the processing of the Personal Information of the Candidates to preserve the security of your information and, especially at the time of its collection, during transmission and its retention, prevent it from being altered, damaged or that unauthorized third parties have access to it.

我们会根据候选人的个人信息处理所带来的风险采取一切必要的预防措施，以保护您的信息的安全，尤其是在收集您的个人信息时，在传输和保留期间，防止该等信息不被篡改、损坏，或防止未经授权的第三方访问。

We have put in place measures to protect the security of your information. Please see the [Group Information & Systems Security Policy](#) for further information.

我们已采取措施保护您的信息安全。有关详细信息，请参阅[集团信息和系统安全政策](#)。

We have put in place appropriate security measures to prevent your Personal Information from being accidentally lost, used or accessed in an unauthorized way, altered or disclosed. In addition, we limit access to your Personal Information to those employees who have a business need to know.

我们已采取适当的安全措施，以防止您的个人信息被意外丢失、以未经授权的方式适用或访问、更改或披露。此外，我们仅限于那些有业务需要知道您的个人信息的员工访问您的个人信息。

We have put in place procedures to deal with any security incidents and Personal Information breaches and will notify you and any applicable regulator of any Personal Information breach where we are legally required to do so.

我们已采取适当的安全措施以处理任何安全事故以及违反个人信息的行为，同时依据法律的要求，我们将通知您和相应的监管机构任何违反个人信息的行为。

9 DATA RETENTION 数据保留

We will only retain your Personal Information for as long as necessary to fulfil the purposes we collected it for and for the purposes of satisfying any legal, accounting, or reporting requirements.

我们将以实现我们收集您的个人信息目的及满足任何法律、会计和报告要求的必要性为限留存您的个人信息。

The Personal Information required for recruitment purposes is kept for **5** years from the last contact with Candidates.

招聘所需的个人信息从与候选人最后一次接触之日起保存 **5** 年。

Your Personal Information may also be retained after the abovesaid data retention period, in intermediate archiving, if Sodexo has the legal obligation (for example, to meet accounting, social obligations) or if it is required to establish a claim or defend Sodexo's interests.

如若索迪斯负有法律义务（例如，为符合会计、社会或税务方面的义务）或者依据要求提出索赔或为保护索迪斯的利益，您的个人信息可能在合同履行期间后仍被保留用于临时存档。

We also inform you in this notice that we may anonymize your Personal Information in such a way that you can no longer be identified and continue to use it for statistical purposes. Data used for statistical purposes is no longer classified as Personal data once it has been duly anonymized.

我们还会在此通知中通知您，我们可能会将您的个人信息匿名化，以使您不再能被识别，并继续使用该信息将其用于统计目的。一旦适当匿名化，用于统计目的的数据将不再归类为“个人数据”。

10 YOUR DUTY 您的义务

It is important that the Personal Information we hold about you is accurate and current. Please keep us informed if your Personal Information changes if you still seek for potential job opportunities provided by Sodexo.

确保我们收集的您的个人信息为最新且准确，对我们而言是十分重要的。在您的工作期间，请及时通知我们有关您个人信息的变更。

11 YOUR RIGHTS 您的权利

Sodexo is committed to ensure protection of your rights under Chinese laws. You will find below a table summarizing your different rights (without this list being exhaustive):

索迪斯致力于在中国的法律法规下保护您的权利，您享有的权利具体如下（此列表为非详尽列出）：

<p>Right of access and rectification 访问权和纠正权</p>	<p>You can request access to your Personal Information. You may also request rectification of inaccurate Personal Information, or to have incomplete Personal Information completed.</p> <p>您可以要求访问您的个人信息，也可以要求纠正不准确的个人信息，同时也可以将不完整的个人信息补充完整。</p>
<p>Right of copies 复制权</p>	<p>You can reasonably request copies of your Personal Information that we have in possession, we will try our best to provide you such copies if technology permits.</p> <p>您可以合理要求我们提供我们所掌握的关于您的个人信息的副本，如技术允许，我们将会尽可能地向您提供该等副本。</p>
<p>Right of deletion 删除权</p>	<p>You can request deletion of your Personal Information under such circumstances:</p> <p>在以下情况下，您可以向我们提出删除您的个人信息的请求：</p> <p>a) If we process your Personal Information in violation of laws and regulations; 如果我们处理个人信息的行为违反法律、行政法规的规定；</p> <p>b) If we collect and use your Personal Information without your prior consent; 如果我们收集、使用您的个人信息，却未征得您的事先同意；</p> <p>c) If our handling of Personal Information seriously violates the agreement with you; 如果我们处理个人信息的行为严重违反了与您的约定；</p> <p>If we decide to respond to your deletion request, unless otherwise provided by laws and regulations, or with your independent authorization.</p> <p>在这种情况下，若我们决定响应您的删除请求，除非法律法规另有规定，或获得您的独立授权。</p> <p>We may not delete the corresponding information from the backup system immediately, but we will delete it when the backup is updated. If the deletion of your Personal Information may affect the normal operation of Sodexo's related business, we will anonymize your Personal Information in accordance with the China's data protection laws and regulations and any other applicable law.</p> <p>我们可能不会立即从备份系统中删除相应的信息，但会在备份更新时删除这些信息。如若删除您的个人信息可能影响索迪斯相关业务的正常开展，依据中国数据保护相关法律法规，我们将对您的个人信息进行匿名化处理。</p>
<p>Right to object 提出异议的权利</p>	<p>You can object to the processing of your Personal Information, for legitimate reasons unless the data processing is implemented in accordance with mandatory provisions of applicable law or for the fulfilment of employment contract.</p> <p>如果拥有合法的理由，那么您可能反对处理您的个人信息，但数据处理系按照适用法律的强制规定或为履行劳动合同之目的进行处理的情况除外。</p>

To exercise these rights, you can:

为实现上述权利，您可以：

- (1) Complete and submit your request with the dedicated Request form by email to dpo.china@sodexo.com, we will liaise with you about how you to contact you about your request and receive information. Please note that it is usually necessary to arrange a telephone appointment to discuss your request once it has been made.

用专用申请表填写并提交您的申请，通过电子邮件发送至 dpo.china@sodexo.com：我们将与您联系，了解您如何联系您的请求和接收信息。请注意，一旦您的请求被提出，通常需要安排电话预约来讨论您的请求。

- (2) Use [the online Request webform](#): This electronic system allows you to log in and see the progress of your request, see and send messages and review your documents securely. This system is called One Trust and after making the request you will be sent details about how to log on. 使用在线请求网络表单：该电子使用[在线申请网络表单](#)：该电子系统允许您登录并查看您的申请流程，查看并发送消息，并安全地审阅您的文档。该系统被称为 Onetrust，在提出请求后，您将收到有关如何登录的详细信息。

You can also raise queries or complaints to the Chinese Data Protection Special Point of Contact, by email to dpo.china@sodexo.com.

您也可以通过电子邮件 dpo.china@sodexo.com 向中国数据保护特别联系人提出疑问或投诉。

Queries and complaints can be escalated to the Group Data Protection Officer, by email to dpo.group@sodexo.com.

您还可以通过电子邮件 dpo.group@sodexo.com 将投诉上报至集团数据保护官。

- (3) No fee usually required

无收费要求

You will not have to pay a fee to access your Personal Information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

您将不必支付任何费用来访问您的个人信息（或行使任何其他权利）。但是，如果您的访问请求显然没有根据或过于频繁，我们可能会收取合理的费用。另外，在这种情况下，我们可能拒绝遵守要求。

- (4) What we may need from you

我们可能需要您的帮助

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that Personal Information is not disclosed to any person who has no right to receive it.

我们可能需要从您那里获取特定信息，以帮助我们确认您的身份并确保您有权访问该信息（或行使您的任何其他权利）。这是另一种适当的安全措施，可确保不会向无权获取个人信息的任何人透露个人信息。

12 AMENDMENTS TO THIS POLICY 对本政策的修订

We reserve the right to amend the Policy at any time and will notify you of any significant changes as soon as reasonably practicable. We may also notify you in other ways, about any significant changes we may make to the Processing of your Personal Information carried out for a specific purpose.

我们保留随时修改本人力资源数据保护政策的权利，并将在合理可行的情况下尽快通知您任何重大变更。我们可能会以其他方式通知您，我们可能会对您的个人信息的处理进行任何重大更改以用于特定目的。

APPENDIX 1

附录 1

SODEXO'S GLOBAL DATA PROTECTION COMPLAINTS POLICY

索迪斯全球数据保护投诉政策

Sodexo Group is committed to handling Personal Information in compliance with the China's data protection laws and regulations and any other applicable law.

索迪斯集团承诺按照中国数据保护相关法律法规或任何其它适用法律的规定处理个人信息。

1. TYPES OF COMPLAINTS CONSIDERED

相关投诉的类型

All complaints about our Sodexo entities' processing of Personal Information will be handled in line with the procedure set out below (4. Handling complaints). Non-exhaustive examples of the types of concerns likely to be raised include:

与索迪斯实体的个人信息处理事务相关的所有投诉均将按照下文（4. 处理投诉）的规定处理。可能提出的问题的类型（非详尽示例）包括：

Unfair or unlawful processing of Personal Information

不正当或非法处理个人信息

Misuse of your Personal Information

滥用您的个人信息

Unauthorized access to your Personal Information

未经授权访问您的个人信息

Loss of your Personal Information

遗失您的个人信息

Where a concern falls outside the scope of this complaint's procedure, you will be notified of the most appropriate process to be followed.

如果相关问题不在本投诉程序的范围之内，那么将向您告知需要遵循的最适当程序。

2. YOUR RIGHTS

您的权利

Sodexo is committed to ensure protection of your rights under China's data protection laws and regulations and any other applicable law.

索迪斯承诺保护您在中国数据保护相关法律法规以及任何其它适用法律项下的各项权利。

Accordingly, you can request access to your Personal Information. You may also request rectification of inaccurate Personal Information, or to have incomplete data completed.

因此，您可以请求访问您的个人信息，也可以请求纠正不准确的个人信息，同时也可以将不完整的个人信息补充完整。

3. WHAT OUR TEAMS WILL DO THEY RECEIVE A COMPLAINT/PERSONAL INFORMATION SUBJECT'S REQUEST?

我们的团队将如何处理投诉/个人信息的请求？

Our approach is to engage positively.

我们会积极主动地解决您的投诉。

If you have any concerns or problems with the way in which your Personal Information has been processed, you should not hesitate to raise your concern with your contact at Sodexo e.g. your Human Resources point of contact. To help us to deal with your complaint, please provide a full written explanation of your concerns by completing the Data Protection Complaint Form below.

如果您对您的个人信息的处理方式存有任何疑问或问题，那么您应立即将您的疑问提交给您在索迪斯的联系人，例如您的人力资源联系人等。为了便于我们处理您的投诉，请填写下面的数据保护投诉表，向我们提供您的疑问的完整书面说明。

4. HANDLING COMPLAINTS

处理投诉

At the time of drafting your complaint and to allow Sodexo to deal promptly and in the most efficient manner with your complaint, you are invited to follow the following steps:

在起草您的投诉书时，为了便于索迪斯以及及时且最有效的方式处理您的投诉，我们希望您完成以下步骤：

STEP 1: Complete and submit the Complaint/Personal Information Subject's Request Form (Appendix 2) and send it out to one or several of the points of contact mentioned in the form.

第一步：填写并提交投诉/个人信息主体请求表（附录二），将其提交至表格中的一名或多名联系人。

STEP 2: You will receive a communication within thirty (30) days from Sodexo acknowledging receipt of your complaint.

第二步：您将于三十（30）天内收到索迪斯的沟通文件，确认索迪斯已经收到了您的投诉。

STEP 3: Your complaint will be treated confidentially and fully investigated where necessary. During this process, you may receive additional communications from the relevant Sodexo's Local Data Protection Special Point of Contact and/or the Global Data Protection Office to investigate your concern. If you have not provided sufficient information in your complaint, we will let you know the further information needed to process your complaint.

第三步：在必要的情况下，我们将以保密的方式处理您的投诉并将进行彻底的调查。在此期间，相关的索迪斯本地特别数据保护联系人和/或索迪斯全球数据保护处可能与您进行更多的沟通，以便于调查您的疑问。如果您的投诉中未能提供充分的信息，那么我们将向您告知处理您的投诉所需的其它信息。

STEP 4: Once the information related to your complaint is complete, we will contact you within thirty (30) days to propose a solution. This deadline may be extended in certain circumstances, depending on the nature of the complaint. If you agree with the proposed solution, we will work with you to close the matter. If you do not agree, the matter will be escalated to the Sodexo's Global Data Protection Office.

第四步：一旦获得了与您的投诉相关的完整信息，我们将在三十（30）天内与您联系，提出解决方案建议。在某些情况下，这一截止日期可能会延长，具体视投诉的性质而定。如果您同意建议的解决方案，那么我们将与您共同关闭这一问题。如果您不同意，那么这一问题将上报至索迪斯全球数据保护处。

STEP 5: The Sodexo's Global Data Protection Office will take steps to resolve the matter and will contact you to propose a new solution within thirty (30) days of the escalation.

第五步：索迪斯全球数据保护处将采取相应的措施来解决这一问题，同时将在上报后三十（30）天内与您联系并提出新的解决方案。

STEP 6: If the solution proposed resolves your complaint, the Global Data Protection Office will close the matter.

第六步：如果新的解决方案能够解决您的投诉问题，那么索迪斯全球数据保护处将关闭这一问题。

STEP 7: Should you remain unsatisfied with the outcome of the review by the Global Data Protection Office or you have not received an answer within the above-mentioned deadline, you may then seek further recourse by contacting your local Court or the relevant Data Protection Supervisory Authority.

第七步：如果索迪斯全球数据保护处的复审结果仍然未能让您感到满意，或在上述截止期限内您未收到答复，那么您可以联系当地法院或相关的数据保护监管机构，寻求进一步的追索权。

You may complain to a Sodexo entity established in China.

您可以向中国境内成立的索迪斯实体提出。

APPENDIX 2

附件 2

COMPLAINT/PERSONAL INFORMATION SUBJECT'S REQUEST FORM

投诉/个人信息主体请求表

[TO BE SENT BY EMAIL AT THE GENERIC EMAIL ADDRESS AS INDICATED IN THE INFORMATION NOTICES AND/OR THE PRIVACY POLICIES PROVIDED TO YOU AT THE TIME OF THE COLLECTION OF YOUR PERSONAL INFORMATION AND NOTABLY TO THE FOLLOWING EMAIL ADDRESS: DPO.CHINA@SODEXO.COM;

【须按照收集您的个人信息时向您提供的信息公告和/或隐私声明所列的通用电子邮件地址通过电子邮件发送和/或向全球数据保护办公室发送电子邮件，特别是向以下电子邮件地址发送邮件：DPO.CHINA@SODEXO.COM】

IF YOU BELIEVE THAT THE PROCESSING OF YOUR PERSONAL INFORMATION BY SODEXO HAS CAUSED YOU A DAMAGE OR HAS NOT BEEN PROCESSED ACCORDING TO THE CHINA'S DATA PROTECTION LAWS AND REGULATIONS OR ANY OTHER APPLICABLE LAW, YOU CAN FILL OUT THE PRESENT DATA PROTECTION COMPLAINT FORM.

如果您认为索迪斯对您的个人信息的处理已经给您造成了损害或索迪斯未按照中国数据保护法律法规或任何其它适用法律的规定处理您的个人信息，那么您可以填写当前的数据保护投诉表。

Contact Information:

联系方式:

(Name (Last, First))

(姓名 (姓氏、名字))

(Telephone number)

(电话号码)

(Email address)

(电子邮件地址)

(Postal address)

(邮寄地址)

Please indicate your preferred method of contact by ticking the box to the right.

请在右侧的方框中勾选出您的首选联系方式。

If your preferred method of contact is the postal address, please indicate where you would like our response to be sent:

如果您的首选联系方式是邮寄地址，请指出您希望我们发送回复的地点：

Home Address or Business Address

家庭地址或 公司地址

If business address, please provide company name:

如果为公司地址，请列出公司的名称：

In order to help us identify systems that may contain information about you, please check the boxes below that describe your relationship with Sodexo:

为了便于我们找出可能含有您的信息的系统，请在适当的方框上打钩，说明您与索迪斯之间的关系：

- Job applicant
求职者
- Former employee or contractor
前员工或承包商
- Employee of Sodexo
索迪斯的员工
- Employee family member, dependent, beneficiary or emergency contact
员工家属、受抚养人、受益人或紧急联系人
- Employee of Sodexo Client or business partner
索迪斯客户员工或业务合作伙伴的员工
- Employee of a Sodexo supplier or vendor
索迪斯供应商的员工
- Other – please describe
其他—请说明

If your information may be under another name, please provide that name and reason for the change:

如果您的信息可能采用了其它姓名，请提供该姓名并说明改变姓名的原因：

Location:

所在地：

Current location (City, Country)

当前地所在地（国家、城市）

Origin of Personal Information (City, Country)

个人信息的来源（国家、城市）

Location of violation (City, Country)

违规地点（国家、城市）

Please present or include a certified copy of a valid official identification documentation to allow us to verify your name and address (e.g. valid passport or identity card).

请出示或列入有效的正式识别文件的核证副本，以便于我们验证您的姓名和地址（例如有效的护照或身份证等）。

If you request to access your Personal Information, please specify the Personal Information which is subject to the Request and confirm that they may be sent by email to the address above or, if technically feasible, to the address of a new Controller as set out below, for the Data Portability Request:

如果您希望访问您的个人信息，请列明请求的个人信息并确认数据可通过电子邮件发送至上述地址：

.....
If you Request rectification of your Personal Information, please specify below the data to be rectified, and provide the justification for such Request:

如果请求纠正您的个人信息，请在下方列明需要纠正的数据，并说明提出纠正请求的理由：

.....
.....

If you request copies of your Personal Information, please specify the Personal Information which is subject to the request and confirm that they may be sent by email to the address above or, if technically feasible, to the address of a third party as set out below, for the data portability request:

如果请求提供您个人信息的副本，请列明您所请求的个人信息内容，并确认其可通过电子邮件发送至上述地址，或在技术上可行的情况下可发送至指定第三方的下述地址：

.....
.....

If you Request the erasure of your Personal Information, please specify below the Personal Information to be deleted and provide the justification for such Request:

如果请求删除您的个人信息，请在下方列明需要删除的个人信息，并说明提出删除请求的理由：

.....
.....

In the event of a Complaint, please include a description of your complaint, including as much detail as possible to help Sodexo investigate and resolve the matter (e.g. name of the Sodexo entity concerned, nature the data concerned, reasons why you consider that there is a violation of the China's data protection laws and regulations or any other applicable law) detail it below):

如果提出了投诉，请列出您的投诉的描述，提供尽可能多的细节，以便于索迪斯调查并解决相关问题（例如相关的索迪斯实体的名称、相关数据的性质、您认为存在违反中国数据保护法律法规或任何其它适用法律的行为的理由），详细的说明见下文：

.....
.....

The information collected in this form is intended to enable the relevant Local Special Data Protection Point of Contact and/or the Global Data Protection Office to respond to your Complaint or Personal Information Subject Request. They will be archived after the Complaint/Request has been treated for five (05) years and then deleted. For any question related to this Complaint/Request Form, please send your request at the following email address: dpo.china@sodexo.com

本表中收集的信息旨在便于相关的本地特别数据保护联系人和/或索迪斯全球数据保护处对您的投诉或个人信息主体请求做出答复。投诉/请求得到处理后，该等信息将存档五（5）年，五年后删除。如有与本投诉/请求表相关的任何问题，请将您的请求发送至以下电子邮件地址：dpo.china@sodexo.com