



**Notice And Consent Form for the Collection, Processing, and Use of Personal Information  
China**

**收集、处理和使用个人信息的告知和同意书  
中国**

Dear Job Applicant,  
尊敬的求职者：

Please read this Notice and Consent Form carefully, which explains why and how we collect your personal information, how we protect your personal information and how long the personal information is stored. In this Notice and Consent Form, “we” and “us” means the Westlake entity who is considering your candidacy for employment purposes.

请仔细阅读本告知和同意书，其中解释了我们收集您的个人信息的原因和方式、我们如何保护您的个人信息以及个人信息的存储期限。在本告知和同意书中，术语“我们”和“我们”是指为就业目的考虑你的候选资格的 Westlake 实体。。

“Personal information” under this Notice and Consent Form means any information recorded by electronic or other ways which can be used to identify an individual’s identity, either alone or in combination with other information, including but not limited to, the name of an individual, birthday, ID number, biometric information, address, phone number, and other such information.

本告知和同意书下的“个人信息”是指以电子或其他方式记录的任何单独或与其他信息结合使用可用于识别个人身份的信息，包括但不限于个人姓名，生日、身份证号码、生物特征信息、地址、电话号码和其他此类信息。

**1. Processing and Use of Personal Information  
个人信息的处理和使用**

We process personal data of our job applicants (including in electronic format) for the following purposes:  
我们处理求职者的个人信息（包括电子格式）是为了以下目的

- Conducting the application process, in particular, reviewing applications, contacting the applicant and conducting interviews to evaluate and select suitable applicants.  
开展工作申请程序，特别是审查申请，联系求职者并进行面试，以评估和选择合适的申请人。
- Cooperate with supervisory authorities, courts and other public bodies to fulfill legal obligations  
与监管机构、法院和其他公共机构合作履行法定义务
- Retention for evidentiary purposes to assert legal claims or defenses  
为证明法律主张或进行抗辩而保留证据
- Data protection-compliant deletion, destruction or anonymization of personal information



符合数据保护要求的个人信息删除、销毁或匿名化

## 2. The Personal Information We Collect About You.

### 我们收集的个人信息

We process the following categories of personal information and only to the extent necessary for the above purposes:

我们仅在上述目的所需的范围内处理以下类别的个人信息：

- Master data (e.g.: name, date of birth, nationality, marital status, government identification)  
主要数据（例如：姓名、出生日期、国籍、婚姻状况、政府身份证明）
- Applicant data (e.g., application, resume, recommendations, interviews)  
应聘者资料（如申请、简历、推荐、面试）
- Contact details (e.g.: e-mail address, telephone number)  
联系方式（例如：电子邮件地址、电话号码）

## 3. The Third Parties With Whom We Share Your Personal Information.

### 我们与之共享您的个人信息的第三方

We may share your personal information with third parties for the purposes described below:

我们可能出于以下目的与第三方共享您的个人信息：

- Other companies in the Westlake Group (including in the USA)  
Westlake 集团的其他公司（包括那些在美国的公司）

We are a subsidiary of Westlake Corporation (“Westlake”). Westlake and its subsidiaries (the “Westlake Group”) are a global organization whose parent company Westlake is headquartered in the United States. In order to meet the needs of its customers, many of which are also international companies, the Westlake Group operates within a matrix organization whereby employees are expected to interact group-wide with colleagues, managers, and senior leadership in any of our international locations. Therefore, you will be working in a global and group-wide context, requiring interaction and the exchange of information among different Westlake Group companies, including legal entities that are based in other countries and in particular with Westlake in the United States, the Netherlands, Japan, Singapore, and other countries.

我们是 Westlake Corporation (“Westlake”) 的子公司。Westlake 及其子公司 (“Westlake 集团”) 是一家全球性组织，其母公司 Westlake 的总部位于美国。为了满足其客户（其中许多也是国际公司）的需求，Westlake 集团在一个矩阵式组织内运作，员工需要在集团范围内与我们任何国际地点的同事、经理和高级管理层进行互动。因此，您将在全球和集团背景下开展工作，需要在不同的 Westlake 集团公司之间进行互动和信息交换，包括位于其他国家的法人主体，特别是与美国、荷兰，日本、新加坡等国家的 Westlake 法人主体。

In particular, the personal information is transferred, in electronic or other form, to human resources or other authorized personnel and senior management employed by Westlake Management Services, Inc., (“WMS”), a U.S.-based subsidiary of Westlake. Generally, the transfer of personal information occurs



through the Workday® human resources management software application, and the personal information is stored in servers located in the United States and which are under the control of Amazon Web Services, Inc.

特别的，个人信息将以电子或其他形式传输给 Westlake Management Services, Inc. ( “WMS” ) 的人力资源部门或其他授权人员和高级管理人员。该公司是 Westlake 的美国子公司。个人信息将通过 Workday® 人力资源管理软件应用程序进行传输并存储在位于美国的服务器中，该服务器由 Amazon Web Services, Inc. 实际控制。

Data transfers to WMS personnel in the United States are made in particular for the purpose of administering centralized Human Resources functions, including granting remuneration components, producing employee statistics, making personnel plans, or for otherwise managing employees within the Westlake Group, and for administering information security and business operational processes, and monitoring and ensuring compliance with Westlake Group work rules and legal obligations.

向美国 WMS 人员传输数据的目的是为了实现在人力资源集中管理的职能，包括制定薪酬架构、生成员工统计数据、制定人事计划或以其他方式管理 Westlake 集团内的员工，管理信息安全和业务运营流程，监督和确保员工遵守 Westlake 集团的工作规则和法律义务。

We will strictly comply with local law on personal information and information security to protect your personal information.

我们将严格遵守当地有关个人信息和信息安全的法律，保护您的个人信息。

- Westlake will notify you and obtain your separate consent in advance in the case where your information will be transferred to other entities outside the territory of the People's Republic of China. Before sharing any personal information to such entities, Westlake will enter into a contract with the overseas recipient in accordance with the model contract developed by the national cyberspace administration, agreeing on both parties' rights and obligations.

如果您的信息将被转移到中华人民共和国境外的其他主体，Westlake 将提前告知您并征得您的单独同意。在向此类主体共享任何个人信息之前，Westlake 将根据国家网信办制定的合同范本与境外接收方签订合同，约定双方的权利和义务。

Without your consent, we will not share your personal information with the third party who uses such information for any other purpose, and we will not use your personal information for any other purpose besides the purpose mentioned in this Notice and Consent Form.

未经您的同意，我们不会与将您的个人信息用于任何其他目的的第三方共享，也不会将您的个人信息用于本通知和同意书所述目的以外的任何其他目的。

**4. Storage and Security of Personal Information.** We will take measures to ensure your personal information is reasonably and properly protected from disclosure, mis-use, alteration, damage or access without authorization. We will take necessary measures to keep your sensitive information confidential, such as home address, contact address, income, health, information of family member, biometric information, bank details and we will use such information only to the extent necessary for a proper purpose. We will take measures to limit access to personal information based on the principle of “minimized authorization,” to ensure your personal will not be accessed by any person other than authorized personnel who have a need to know such personal information because of their



job duties. We will store your personal information according to applicable laws and regulations and Westlake record retention policy. After the retention period has expired, and in the absence of a legal obligation or other reasonable reason to continue retaining the personal information, your personal information will be safely destroyed.

**个人信息的存储和安全。**我们将采取措施确保您的个人信息得到合理、适当的保护，不被泄露、误用、更改、损坏或未经授权访问。我们将采取必要措施对您的敏感信息保密，例如家庭地址、联系地址、收入、健康状况、家庭成员信息、生物特征信息、银行信息，并且我们只会在必要的范围内将这些信息用于适当目的。我们将根据“最小化授权”的原则采取措施限制对个人信息的访问，以确保您的个人信息不会被除授权人员在工作职责所需范围以外的任何人访问。我们将根据相关的法律法规和 Westlake 信息存储政策存储您的个人信息。存储期限届满后，在没有法律义务或其他合理理由继续存储个人信息的情况下，您的个人信息将被安全销毁。

**5. Data retention period.** Your personal information will be stored for the time of duration of the employment relationship and for a variable period after the termination, depending on the legal statute of limitations of the rights for which retention of the data is necessary.

**数据存储期限。**您的个人信息将在雇佣关系期间和终止后的可变时期内存储，具体取决于需要保留数据的权利的法定时效。

**6. Your Rights.** In accordance with the Personal Information Protection Law (“PIPL”), your personal information will be processed lawfully, fairly and in a transparent manner. In any moment you can exercise the following rights by sending a written request to your local human resources representative or emailing [privacy@westlake.com](mailto:privacy@westlake.com): **right of information** (Art. 44, PIPL) **right of access** (Art. 45, PIPL), **right to rectification** (Art. 46, PIPL), **right to erasure** (Art. 47, PIPL), **right to withdraw consent** (Art. 15, PIPL), **right to information of the processing rules** (Art. 48, PIPL), **right to lodge a complaint with a supervisory authority** (Art.65, PIPL). You are also entitled to send us specific instructions regarding the use of your personal data after your death. You may also lodge a complaint with the competent data protection authority.

**您的权利。**根据《个人信息保护法》（“《个保法》”），您的个人信息将得到合法、公平、透明的处理。您可以随时通过向您所在公司的人力资源代表发送书面请求或发送电子邮件至 [privacy@westlake.com](mailto:privacy@westlake.com) 来行使以下权利：**知情权**（《个保法》第 44 条）、**查阅复制权**（《个保法》第 45 条）、**要求更正补充的权利**（《个保法》第 46 条），**要求删除的权利**（《个保法》第 47 条），**撤回同意权**（《个保法》第 15 条），**要求解释说明的权利**（《个保法》第 48 条），**向监管机构投诉的权利**（《个保法》第 65 条）。您还有权向我们发送在您身故后使用您的个人数据的具体要求。您也可以向数据保护主管机构提出投诉。