**附件**

**Appendix**

**合作伙伴个人信息处理告知同意书**

**Consent Form for Processing of Personal Information of Partners**

本合作伙伴个人信息处理告知同意书（“**本附件**”）作为金佰利中国与合作伙伴签署的协议的附录，**由合作伙伴提供的联系人签署。**请您在签署之前务必仔细阅读本附件，确保已全部知晓并充分理解其内容及相应的法律后果，其中加粗的部分提示您重点阅读。您签字即视为您接受本附件，我们将按照相关法律法规及本政策来合法使用和保护您的个人信息。

This Consent Form for Processing of Personal Information of Partners (“**Appendix**”) is an appendix to the agreement signed between Kimberly-Clark China and its partner, **and is signed by the contact person provided by the partner.** In order to ensure that you have fully known and understood the content and corresponding legal consequences, please read this appendix carefully before signing, especial those terms and conditions in bold. Your signature will be deemed as your acceptance of this appendix, and we will lawfully use and protect your personal information in accordance with relevant laws, regulations, and this policy.

本附件意在向您说明和解释金佰利（中国）有限公司及其位于全球各地的关联公司（合称**“金佰利集团”**或**“我们”**）在中国收集和使用您的个人信息的目的、方式和范围，您行使个人信息权利的程序和方式，以及我们为保护信息安全所采取的安全保护措施等。如我们将来需要收集新的个人信息种类或变更已收集的个人信息的处理目的或方式，我们将通过更新本附件的方式来向您进行说明，并重新征得您的同意。

The purpose of this appendix is to explain to you the purpose, method and scope of the collection and use of your personal information in China by Kimberly-Clark (China) Co., Ltd. and its affiliates around the world (collectively referred to as "**Kimberly-Clark Group**" or "**Us**"), the procedures and methods for exercising your personal information rights, and the security measures we have taken to protect information security. If we need to collect new types of personal information or change the purpose or method of processing the collected personal information in the future, we will update this appendix to explain to you and seek your consent anew.

本附件适用于金佰利集团在中国内地成立的各家法人实体，包括但不限于金佰利（中国）有限公司、金佰利（南京）个人卫生用品有限公司、金佰利（南京）护理用品有限公司、北京金佰利个人卫生用品有限公司、金佰利（天津）护理用品有限公司、上海金佰利纸业有限公司，以及金佰利（无锡）设备科技有限公司（合称“**金佰利中国**”）。

This appendix is applicable to various legal entities established by Kimberly-Clark Group in mainland China, including but not limited to Kimberly-Clark (China) Co., Ltd., Kimberly-Clark (Nanjing) Personal Hygienic Products Co., Ltd., Kimberly-Clark (Nanjing) Care Products Co., Ltd., Beijing Kimberly-Clark Personal Hygienic Products Co., Ltd., Kimberly-Clark (Tianjin) Care Products Co., Ltd., and Kimberly-Clark Paper (Shanghai ) Co., Ltd, and Kimberly-Clark (Wuxi) Equipment Technology Co., Ltd. (collectively referred to as "**K-C China**").

**本附件中使用的定义**

**Definitions used in this appendix**

1. “个人信息处理者”指在个人信息处理活动中自主决定处理目的、处理方式的组织、个人。

“Personal information processors" refer to organizations and individuals who independently decide the purpose and method of processing personal information in their processing activities.

1. “个人信息主体”指已识别或可识别的自然人。

“Personal information subject" refers to an identified or identifiable natural person.

1. “个人信息”指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。

“Personal Information” refers to all kinds of information related to identified or identifiable natural persons that are electronically or otherwise recorded, excluding data that are anonymized.

1. 对个人信息的“处理”指对个人信息进行的任何操作或一系列操作，无论是否通过自动化方式进行，包括个人信息的收集、存储、使用、加工、传输、提供、公开、删除等。

The "processing" of personal information refers to any operation or series of operations carried out on personal information, whether or not through automated means, including the collection, storage, use, processing, transmission, provision, disclosure, deletion, etc. of personal information.

**收集个人信息的范围**

**Scope of collecting personal information**

由于您所就职的公司（“合作伙伴”）将与金佰利中国建立合作关系，为了便于与合作伙伴之间的日常业务沟通，金佰利中国将在与合作伙伴签署协议和开展业务之前，向合作伙伴收集其联系人信息，因此将可能收集您的如下个人信息：

As the company you work for (the "Partner") will establish a cooperative relationship with K-C China, in order to facilitate daily business communication with the partner, K-C China will collect the contact information from the partner before signing any agreements and conducting business. Therefore, we may collect your personal information as follows:

1. 个人基本信息：姓名、电话、传真、邮箱地址；

Personal basic information: name, phone number, fax number, email address;

1. 个人工作信息：职务、所属部门；

Personal work information: position, department;

请您理解，根据有关法律法规要求，我们在下述情形下处理您的个人信息，将不需要获得您的同意：

Please understand that according to relevant laws and regulations, we have the right to process your personal information without your prior consent under the following circumstances:

1. 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；

Where it is necessary for the conclusion or performance of a contract to which you are a contracting party, or for the management of human resources in accordance with contracts signed and labor related policies and policies according to applicable laws;

1. 为履行我们的法定义务所必需；

Where it is necessary for us to fulfill statutory responsibilities or obligations;

1. 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；

Where it is necessary to respond to public health emergencies, or for the protection of life, health and safety of a natural person under emergency circumstances;

1. 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个人信息；

Where personal information is reasonably processed for the purposes of news reporting, supervision by public opinion, or other activities for public interests;

1. 依照相关法律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；

Where personal information disclosed by yourself or legally available from open sources are reasonably processed by us in compliance with applicable laws;

1. 法律、行政法规规定的其他情形。

Other circumstances as required by laws and regulations.

**我们如何使用您的个人信息**

**How we use your personal information**

金佰利中国将以符合本附件所述的合法、正当的目的方式，在必要范围内处理个人信息。金佰利中国将为了与合作伙伴保持联络而使用您的个人信息，具体而言，可能将您的个人信息用于如下目的和场景。请注意：我们仅在合理必要的范围内收集与使用您的个人信息，并非以下所有用途均与您有关。

K-C China will process your personal information within the necessary scope in a lawful and legitimate manner consistent with the purposes stated in this appendix. K-C China will use your personal information to maintain contact with partners, specifically for the following purposes and scenarios. Please note that we only collect and use your personal information to the extent reasonably necessary, and not all of the following purposes are related to you.

1. 开展供应商尽职调查；

Conduct supplier due diligence;

1. 与合作伙伴签署协议；

Sign agreements with partners;

1. 与合作伙伴之间的正常业务开展和产品调研；

Conduct normal business and product research and survey with partners;

1. 合作伙伴信息管理：我们会将您的信息录入我们用于合作伙伴信息集中管理的信息系统，以实现对供应商、经销商、客户等合作伙伴信息的统一管理；

Partner information management: we will record your information into our information system for centralized management of partner information to achieve unified management of supplier, distributor, customer and other partner information;

1. 为履行法律和监管合规的要求，例如确保公司运营符合健康和安全要求以及其他法律义务；

To fulfill legal and regulatory compliance requirements, such as ensuring that the company's operations comply with health and safety requirements and other legal obligations;

1. 为确保符合公司关于反洗钱、反贿赂和反腐败等的合规政策而在诉讼、内部调查或内/外部审计过程中而使用您的个人信息；

Use your personal Information in the course of litigation, internal investigation or internal/external audit to ensure compliance with the Company's anti-money laundering, anti-bribery and anti-corruption compliance policies;

1. 其他为履行法律法规和监管的要求；

Other requirements to fulfill laws, regulations and supervision;

**我们如何保留和保护您的个人信息**

**How we retain and protect your personal information**

**我们如何保留您的个人信息**

**How we retain your personal information**

金佰利集团承诺处理与其业务经营相关的，或法律允许的个人信息。您的个人信息的留存和销毁将遵循[《金佰利企业记录保存计划》](https://www.gric.kcc.com/Schedule.aspx)（K-C’s Enterprise Records Retention Schedule），除非相关法律法规另有规定。当超出数据保存期限后，我们会对您的信息进行删除或匿名化处理。

Kimberly-Clark Group undertakes to process personal information related to its business operations or permitted by law. The retention and destruction of your personal information will follow the [K-C’s Enterprise Records Retention Schedule](https://www.gric.kcc.com/Schedule.aspx), unless otherwise specified by relevant laws and regulations. When the data retention period expires, we will delete or anonymize your information.

**我们采取的保护您个人信息的安全措施**

**The security measures we have taken to protect your personal information**

金佰利集团采取了一系列的技术和制度保障措施来确保您的信息处于安全的环境下。金佰利集团会在现有技术水平下采取合理必要的措施来保护您的信息，采取物理、技术和行政管理安全措施来降低丢失、误用、非授权访问、披露和更改相关信息的风险，包括但不限于传输层数据加密、防火墙和加密存储、物理访问控制以及信息访问授权控制。为此金佰利集团设置了安全程序保护您的信息不会被未经授权的访问所窃取，所有的个人信息被加密储存并放置于专业防火墙内，这些安全程序将定期审查并更新。

Kimberly-Clark Group has taken a series of technical and institutional measures to ensure that your information is in a secure environment. Kimberly-Clark Group will take reasonable and necessary measures to protect your information within the current state of technology, and take physical, technical, and administrative security measures to reduce the risk of loss, misuse, unauthorized access, disclosure, and change of relevant information, including but not limited to transmission layer data encryption, firewall and encrypted storage, physical access control, and information access authorization control. For this reason, Kimberly-Clark Group has set up security programs to protect your information from unauthorized access. All personal information is encrypted and stored in a professional firewall, and these security programs will be regularly reviewed and updated.

同时，金佰利集团建立了相关制度、流程和组织以保障信息的安全。例如，金佰利集团严格限制访问信息的人员范围，您的个人信息仅限于需要访问该等信息的人员方能访问，但金佰利集团信息技术（IT）部门的某些特定人员有权访问以电子格式存储的所有数据。在任何情形下，对个人信息或敏感个人信息的访问都仅限于履行个人工作职责所必需的范围。

At the same time, Kimberly-Clark Group has established relevant systems, processes, and organizations to ensure the security of information. For example, the Kimberly-Clark Group have set up a strict access control, and your personal information is only accessible to those who do need to access it. However, certain specific personnel in the Information Technology (IT) department of the Kimberly-Clark Group have access to all data stored in electronic format. In any case, access to personal information or sensitive personal information is limited to the extent necessary for the performance of personal job responsibilities.

在不幸发生个人信息安全事件后，我们将按照法律法规的要求，及时向您告知：安全事件的基本情况和可能的影响、我们已采取或将要采取的处置措施、对您自主防范和降低风险的建议、对您的补救措施等。我们将及时将事件相关情况以邮件、信函、电话、推送通知等方式告知您，难以逐一告知个人信息主体时，我们会采取合理、有效的方式发布公告。

After an unfortunate personal information security incident occurs, we will timely inform you of the basic situation and possible impact of the security incident, the disposal measures we have taken or will take, the suggestions you can independently prevent and reduce the risk, and the remedial measures for you in accordance with the requirements of laws and regulations. We will timely send the relevant information of the incident to you by email, letter, telephone. When it is difficult to inform the personal information subject one by one by means of push notification, we will take a reasonable and effective way to publish the announcement.

**个人信息的对外提供**

**Provision of personal information to the public**

**委托处理**

**Entrusted processing**

金佰利集团将基于合作伙伴信息统一管理的目的，委托外部供应商协助金佰利集团进行合作伙伴信息管理，例如提供信息技术支持等。金佰利集团会与受托处理您个人信息的供应商签署严格的保密协议，要求他们严格按照本附件声明的目的处理您的个人信息，并要求他们按照金佰利集团的要求、本附件以及其他任何相关的保密和安全措施要求来处理您的个人信息。

Kimberly-Clark Group will entrust external suppliers to assist Kimberly-Clark Group in managing partner information, such as providing information technology support, based on the purpose of unified management of partner information. Kimberly-Clark Group will sign strict non-disclosure agreements with suppliers appointed by us to process personal information and require them to deal with personal information in compliance with the purpose stated in this appendix, our instructions, this appendix and any other relevant confidentiality and security measures.

**向个人信息处理者提供**

**Provide to personal information processors**

为实现金佰利集团集中进行合作伙伴管理，金佰利中国可能会向其全球范围内的关联公司提供您的个人信息。但是，金佰利集团内部会采取严格的权限访问控制措施以确保您的个人信息仅限于需要访问该等信息的人员访问。

In order to achieve centralized partner management within the Kimberly-Clark Group, K-C China may provide your personal information to its affiliated companies worldwide. However, Kimberly-Clark Group will implement strict access control measures to ensure that your personal information is only accessible to those who need to access it.

此外，我们可能会根据法律法规或监管规定，或按政府主管部门的强制性要求，或在为了保护我们与您或社会公众的利益、财产或安全免遭损害之必要，对外提供您的个人信息。

In addition, we may provide your personal information to the public in accordance with laws, regulations, regulatory provisions, mandatory requirements from government authorities, or necessary to protect our interests, property, or safety from harm to you or the public.

除上述情形外，如因其他业务需要或合理事由需要向其他个人信息处理者提供您的个人信息，我们会向您告知提供个人信息的目的、接收方的名称、联系方式、处理目的、处理方式和个人信息的种类，并征得您的单独同意。

Other than the circumstances mentioned above, if it is necessary for other business or reasonable reasons to provide your personal information to other personal information processors, we will inform you of the purpose of providing personal information, the recipient's name, contact information, processing purpose, processing method, and type of personal information, and obtain your separate consent.

金佰利中国仅在最小必要的前提下向第三方提供其所需的个人信息，包括我们的关联公司，并要求接收方不得将个人信息用于约定之外的任何其他目的，并且至少采取与金佰利集团同等严格的措施来保护个人信息。

K-C China only provides the required personal information to third parties, including our affiliated companies, to the minimum extent necessary, and requires the recipient not to use the personal information for any purpose other than agreed upon, and to take at least the same strict measures as Kimberly-Clark Group to protect personal information.

**转让**

**Transfer**

我们不会将您的个人信息转让给任何公司、组织和个人，但以下情况除外：

We will not transfer your personal information to any company, organization or individual, except for the following circumstances:

• 在涉及资产转让、收购、兼并时，如涉及到个人信息转让，我们会向您告知相关情况，并且我们会要求新的持有您个人信息的公司、组织继续受此附件的约束，否则我们将要求该公司、组织重新向您征求授权同意。

• In case of merger, acquisition or bankruptcy liquidation, if personal information transfer is involved, we will require the new company or organization holding your personal information to continue to be bound by this privacy policy, otherwise we will require the company or organization to ask you for authorization and consent again.

**公开披露**

**Public disclosure**

除非事先获得您的单独、明确的同意或授权，或依照法律、法律程序、诉讼或政府主管部门强制性要求，我们不会对外公开披露您的个人信息。

We will not disclose your personal information to the public unless we have obtained your separate and explicit consent or authorization in advance, or required by law, legal proceedings, litigation or mandatory requirements of government authorities.

**您的个人信息如何在全球范围转移**

**How to transfer your Personal Information globally**

**金佰利集团在全球范围内开展的经营活动依赖于全球部署的系统，因而我们基于本附录的目的而收集的个人信息，将基于金佰利集团全球统一管理的目的而存储于由我们的总部公司运营和管理的系统中，因而您的个人信息将可能在我们或您使用相关系统时被传输至中华人民共和国境外，或者受到来自境外管辖区的访问。**

**The global operations of the Kimberly-Clark Group depend on globally deployed systems. Therefore, the personal information we collect for the purposes of this appendix will be stored in systems operated and managed by our headquarters for the purpose of global unified management by Kimberly-Clark Group. As a result, your personal information may be transmitted outside the People's Republic of China, or be accessed from jurisdictions outside China when we or you use the relevant systems.**

在此过程中，您无需担心您的个人信息安全，我们会遵循相关法律法规的要求保障您的个人信息安全，并确保您的个人信息处于和中华人民共和国数据保护法律同等的保护水平，包括签署包含数据安全和个人信息保护条款的协议、通过国家有关部门组织的安全评估等。

During this process, you do not need to worry about the security of your personal information. We will comply with relevant laws and regulations to ensure the security of your personal information, and ensure that your personal information is at the same level of protection as the Data Security Law of the People's Republic of China, including signing agreements containing data security and personal information protection clauses, and conducting security assessments organized by relevant national departments.

关于该等境外接收方的名称或者姓名、联系方式、处理目的、处理方式、个人信息的种类等事项，请详见以下列表。

Please refer to the following list for details on the names, contact information, processing purposes, processing methods, and types of personal information of these overseas recipients.

|  |  |
| --- | --- |
| 境外接收方 | 金佰利公司（Kimberly-Clark Corporation） |
| 联系方式 | privacy@kcc.com |
| 个人信息种类 | 姓名、电话、传真、邮箱地址、职务、所属部门 |
| 处理目的 | 全球范围内进行统一的合作伙伴管理 |
| 处理方式 | 通过合作伙伴管理相关的信息系统进行跨境传输和数据处理，例如SAP、Salesforce、ETQ、Ariba、Taulia等。 |

|  |  |
| --- | --- |
| Overseas recipient | Kimberly-Clark Corporation |
| Contact Information | privacy@kcc.com |
| Personal information category | Name, phone number, fax number, email address, position, department |
| Processing purpose | Unified partner management on a global scale |
| Processing method | Cross-border transmission and data processing through partner management related information systems such as SAP, Salesforce, ETQ, Ariba, Taulia, etc. |

如果您想行使您就传输至境外的个人信息的相关权利，您可以通过客服热线 400-880-8096、或发送电子邮件至China.800@kcc.com联系我们。

If you wish to exercise your rights with respect to the personal information transmitted abroad, you can contact us through customer service hotline at 400-880-8096, or by sending an email to China.800@kcc.com.

**个人信息主体权利**

**Personal information subject rights**

**按照相关法律法规和监管规定，我们保障您对自己的个人信息行使权利，我们将在三十日内回复或响应您的以下权利请求，您可以通过客服热线 400-880-8096、或发送电子邮件至China.800@kcc.com联系我们：**

**In accordance with relevant laws, regulations, and regulatory provisions, we guarantee that you can exercise your rights over your personal information. We will reply or respond to your request for the following rights within 30 days. You can contact us through customer service hotline at 400-880-8096, or by sending an email to China.800@kcc.com:**

1. 访问相关隐私政策及您的个人信息；

Access relevant privacy policies and your personal information;

1. 更正或补充您的个人信息；

Correct or supplement your personal information;

1. 查阅并获得您的个人信息副本；

Review and obtain a copy of your personal information;

1. 将个人信息传输至其他符合法律规定的个人信息处理者；

Transfer personal information to other personal information processors who conform to the provisions of laws;

1. 改变您授权同意的范围（仅适用于基于同意进行的个人信息处理活动），但改变前已经进行的个人信息处理活动的合法性不受影响；

Change the scope of your authorized consent (only applicable to personal information processing activities based on consent), but the legality of personal information processing activities that have already been carried out before the change will not be affected;

1. 当存储期限届满、处理您个人信息不再必要、或您撤回同意（仅适用于基于同意进行的个人信息处理活动）时，删除您的个人信息，法律法规另有规定的除外。

Unless otherwise provided by laws and regulations, your personal information will be deleted when the storage period expires, the processing of your personal information is no longer necessary, or you withdraw your consent (only applicable to personal information processing activities based on consent).

**联系我们**

**Contact us**

如果您对本附件或个人信息保护相关事宜有任何建议、意见、疑问或投诉时，您可以通过以下任一方式与我们联系：

If you have any suggestion, comment, question or complaint about this appendix or matters related to the protection of personal information, you may contact us through any of the following ways:

1. 客服热线 400-880-8096

Customer service hotline: 400-880-8096

1. 发送电子邮件至China.800@kcc.com

Send an email to: China.800@kcc.com

本附件以中英文双语拟就，如果中英文两种版本之间存在差异或冲突，应以中文版为准。

This Appendix is executed in both Chinese and English. In the event of any conflict or inconsistency between the Chinese and English versions, the Chinese version shall prevail.

**签字页1**

**SIGNATURE PAGE 1**

我已认真阅读并知悉以上《合作伙伴个人信息处理告知同意书》的全部内容，了解金佰利中国及关联公司将基于上述必要目的处理我的个人信息，明白基于个人信息主体可以行使的合法权利，我独立、自愿作出如下决定：

I have carefully read and understood all the contents of the "Consent Form for Processing of Personal Information of Partners", and understand that K-C China and its affiliated companies will process my personal information for the necessary purposes mentioned above. I understand that based on the legitimate rights that the personal information subject can exercise, and I independently and voluntarily make the following decision:

**我同意《合作伙伴个人信息处理告知同意书》（本附件），同意金佰利中国基于上述目的处理我的个人信息。**

**I agree to the "Consent Form for Processing of Personal Information of Partners" (this appendix) and agree that K-C China may process my personal information for the above purposes.**

 签字：

 Signature:

 日期：

 Date:

**签字页2**

**SIGNATURE PAGE 2**

我已认真阅读并知悉以上《合作伙伴个人信息处理告知同意书》中“您的个人信息如何在全球范围转移”部分，了解金佰利中国需要使用全球部署的信息系统将我的个人信息向境外提供以便开展世界范围内的经营活动和进行业务管理，我独立、自愿作出如下决定：

I have carefully read and understood the part of "How to transfer your Personal Information globally" in the above Consent Form for Processing of Personal Information of Partners, and understood that K-C China needs to use globally deployed information systems to provide my personal information to abroad, so as to conduct business activities and business management worldwide. I independently and voluntarily make the following decision:

**我同意金佰利中国基于上述目的向境外提供我的个人信息。**

**I agree that K-C China may provide my personal information to abroad for the above purposes.**

 签字：

 Signature:

 日期：

 Date: