

私隱聲明	PRIVACY NOTICE
Mast Industries (Far East) Limited (美國萬事達(遠東)有限公司) 香港	Mast Industries (Far East) Limited Hong Kong
<p>在本聲明（「聲明」）中，我們將向您提供關於位於香港的 Mast Industries (Far East) Limited (美國萬事達(遠東)有限公司)（「<u>本公司</u>」或「<u>我們</u>」）如何處理其僱員某些個人資料之相關資訊。</p>	<p>This notice (“<u>Notice</u>”) will provide you with information on our data processing activities with respect to certain personal data about employees of Mast Industries (Far East) Limited (“<u>Company</u>” or “<u>we</u>”), located in Hong Kong.</p>
<p>I. 您的個人資料</p>	<p>I. YOUR PERSONAL DATA</p>
<p>我們會對在您的工作面試過程中、您受僱開始之時及您受僱期間我們所收集與您作為本公司僱員相關之某些個人識別資料（「<u>個人資料</u>」）進行處理。除本聲明中所述之其他處理之外，我們會在適用法律允許或要求之範圍內，在本地對您的個人資料進行處理，用作與您的僱用相關的用途，例如人力資源及薪資管理和實施等。附件中列出了我們在本地處理的個人資料的類別，其中包括聯絡資料、薪酬及福利資料、關於您在我們組織中所承擔之職責的資料等。由於我們在收集、使用和處理任何個人資料時的目的並不盡然相同，因此附件中所列之個人資料亦被分成不同類別。</p>	<p>We will process certain individually identifiable information about you as a Company employee that we collect during your job interview process, at the start of your employment and in the course of your employment (“<u>Personal Data</u>”). In addition to the other processing referred to in this Notice, we locally process your Personal Data to the extent permitted or required under applicable law, for purposes connected with your employment, such as human resources and payroll management and administration. The Personal Data categories that we process locally are listed in the Annex, which include contact information, compensation and benefits information, and information on your role in our organization. The list in the Annex is divided into different classes of Personal Data as we do not collect, use and process all Personal Data for the same purposes.</p>
<p>如果本公司合理認為有必要為遵守法律或規管義務、調查違反法律或本公司政策情形（包括紀律處分和申訴事宜）以及確立、行使或保護與本公司有關聯之全球實體集團（「<u>本公司集團</u>」）成員的法律權利而處理您的個人資料，則在此情況下將對您的個人資料加以處理。您的個人資料還會在本公司集團系統的運行和管理中進行處理，而這些系統可能在內部或外部托管。</p>	<p>Your Personal Data may also be processed where the Company reasonably considers it necessary for the purposes of complying with legal or regulatory obligations, investigating infringements of the law or Company policies (including disciplinary and grievance matters) and establishing, exercising or defending legal rights of members of the global group of entities affiliated with the Company (the “<u>Company Group</u>”). Your Personal Data will also be processed in the operation and management of Company Group systems which systems may be hosted internally or externally.</p>
<p>II. 處理和資料轉移</p>	<p>II. PROCESSING AND DATA TRANSFERS</p>

<p>在適用的資料私隱法律所允許之範圍內，我們可以為以下目的處理您的個人資料或其某一部分，並將其轉移給下文「接收方」一節所述之其他方：</p>	<p>We may process and transfer your Personal Data, or part thereof, to other parties as described below under the section on “Recipients,” as permitted under applicable data privacy law for the following purposes:</p>
<ul style="list-style-type: none"> • <u>通訊錄資訊</u>：促進本公司集團內的全球合作、交流和團隊協作，並提供全球通訊錄； 	<ul style="list-style-type: none"> • <u>Directory Information</u>: To facilitate global cooperation, communication and teamwork within the Company Group and to provide for a global directory;
<ul style="list-style-type: none"> • <u>人力資源和員工管理資料</u>：在全球層面規劃及管理人力資源，包括但不限於一般員工管理、招聘及僱員入職；確定僱用或晉升之適當性；為特定工作或項目配備適當人員及評估員工資格；項目和活動管理；員工報告和分析、執行員工評估、詢問您對特定問題的回饋，以及繼任問題和戰略規劃；本公司集團內的跨境團隊協作、全球合作、溝通、晉升、借調和調動；分析及改進我們的服務；出勤、缺勤、請假和休假管理；維護與業務活動、預算和管理財務有關的記錄；安排及促成工作相關差旅；管理您的薪酬、進行全球薪資管理和/或處理；決定加薪、獎金及其他激勵性薪酬的資格和處理；報銷開支；提供及管理僱員折扣；根據您與我們的僱用關係，向您提供可能感興趣的產品和服務（包括但不限於家人和朋友折扣，以及保險的優惠價格和福利）；管理醫療、牙科及其他方面之福利（如適用）；授予和管理股權或其他類型獎勵；在從本公司僱員貢獻中受益的本公司集團成員間記錄並分攤工資及其他薪酬開支；財務預測和執行投資和預算決定；僱員協助；持續提供培訓、職業發展及績效管理；合規管理任務（培訓、評估、管理）；事故應變；確保業務連續性；保障本公司員工及其他人員的健康及安全；在緊急情況下促進溝通；遵守法律或規管義務，如稅務、記錄保存及申報義務；調 	<ul style="list-style-type: none"> • <u>HR and Workforce Management Data</u>: To plan and manage human resources on a global level, including but not limited to general workforce management, recruiting and employee on-boarding; determining the suitability for employment or promotion; appropriate staffing and evaluation of workforce members for their qualification for a particular job or project; project and event management; workforce reporting and analytics, performing workforce assessments, asking you for feedback on particular issues, and succession and strategic planning; cross-border teamwork, global cooperation, communication, promotions, secondments, and transfers within the Company Group; analysis and improvement of our services; management of attendance, absences, leaves of absences, and vacations; maintenance of records relating to business activities, budgeting, and managing finances; arranging and facilitating work-related travel; administration of your compensation, performance of global payroll management and/or processing; determining eligibility for and processing salary increases, bonuses, and other incentive-based compensation; reimbursement of expenses; providing and managing employee discounts; providing to you offers of products and services that would be of interest by virtue of the employment relationship with us (including without limitation family and friends discounts, and special rates on insurance and benefits); administration of health, dental, and other benefits (where applicable); awards and administration of equity or other types of rewards; accounting and allocating salary and other compensation expenses among members

<p>查違反法律、本公司集團政策（包括道德、紀律處分及申訴事宜）及涉嫌不當行為或不履行職責之情形；發現或防止盜竊或欺詐，或企圖盜竊或欺詐；透過我們的道德熱線協助舉報某些不合法或不道德活動，並對該等舉報加以處理；確立、行使或維護本公司集團的合法權利；管理索賠和法律事宜；遵守政府或其他公共機關的要求；對傳票和法庭命令等法律程序作出回應；確保移民身份（必要時）；允許在實際或潛在併購（「併購」）交易中進行盡職調查；管理和促進合併、收購、清算、銷售、重組或處置，以及與買方整合。</p>	<p>of the Company Group that benefit from contributions by employees of the Company; financial forecasting and implementing investment and budgeting decisions; employee assistance; consistent training, career development and performance management; compliance management tasks (training, assessment, management); responding to incidents; ensuring business continuity; protecting the health and safety of our staff and others; facilitating communication in an emergency; compliance with legal or regulatory obligations such as tax, record-keeping and reporting obligations; investigation of infringements of the law, of policies of the Company Group (including ethics, disciplinary and grievance matters), and of suspected misconduct or non-performance of duties; detecting or preventing theft or fraud, or attempted theft or fraud; facilitating the reporting and processing of reports of certain illegal or unethical activities via our ethics hotline; establishing, exercising or defending legal rights of the Company Group; managing claims and legal matters; complying with requests from government or other public authorities; responding to legal process such as subpoenas and court orders; securing immigration statuses (where necessary); allowing for due diligence investigations in the context of actual or potential mergers-and-acquisitions (“M&A”) transactions; managing and facilitating mergers, acquisitions, liquidations, sales, reorganizations or disposals, and integrating with purchasers.</p>
<ul style="list-style-type: none"> • <u>薪酬和福利資料</u>：提供第三方股票及福利計劃管理服務，協助本公司集團履行其股權薪酬及福利計劃之基本職能。 	<ul style="list-style-type: none"> • <u>Compensation and Benefits Data</u>: To provide third party stock and benefit plans administration services, and assist the Company Group in discharging essential functions regarding its equity compensation and benefit plans.
<ul style="list-style-type: none"> • <u>資訊科技資料</u>：營運、監控、管理、維護並允許您訪問本公司集團所使用之公司設施、硬件、軟件、通信系統、辦公室設備及其他資源，提供技術支援，保護資料並防止安全漏洞。這包括但不限 	<ul style="list-style-type: none"> • <u>IT Data</u>: To operate, monitor, manage, maintain and provide you with access to corporate facilities, hardware, software, communications systems, office equipment and other resources used by the Company Group, provide technical support, protect data,

<p>於監控任何公司資訊科技和通信系統的使用，以收集資訊並保護人員和財產。例如，我們可能在我們的門店和設施中使用攝錄和監察技術；而且，我們可能會攔截、查閱、使用和披露經過我們公司網絡和資產（如電腦和電話）之通信（如電郵）。</p>	<p>and prevent security breaches. This includes, without limitation, the monitoring of the use of any company IT and communications systems in order to collect information and protect people and property. For example, we may use video and surveillance technology in our stores and in our facilities; and we may intercept, access, use, and disclose communications (such as email) that traverse our company network and assets (e.g., computers and phones).</p>
<ul style="list-style-type: none"> • <u>道德熱線資料</u>：促進道德熱線的管理，並就該熱線提供內部調查和監督。 	<ul style="list-style-type: none"> • <u>Ethics Hotline Data</u>: To facilitate the administration of an ethics hotline and provide for internal investigations and oversight related to the hotline.
<p>本公司可在經營業務允許及必要之範圍內，將個人資料轉移予下文所述接收方。</p>	<p>The Company may transfer Personal Data to the recipients described below to the extent permitted and necessary to conduct business.</p>
<p>III. 接收方</p>	<p>III. RECIPIENTS</p>
<p>以下接收方或接收方類別將獲得查閱您某些個人資料之權限。</p>	<p>The following recipients or categories of recipients will receive access to some of your Personal Data.</p>
<p>A. <u>全球辦公室通訊錄</u></p>	<p>A. <u>Global Office Directory</u></p>
<p>為本聲明第二節所述之目的，通訊錄資訊將會提供給本公司集團員工作為全球辦公室通訊錄的一部分。全球辦公室通訊錄儲存於由本公司集團運營或由他人代表本公司集團運營之伺服器上，其中尤其包括 Victoria’s Secret & Co.、Mast Technology Services Inc.和 Mast Global Business Services India Private Limited。儲存於全球辦公室通訊錄中、您的通訊錄資訊控制人為 Victoria’s Secret & Co.。</p>	<p>For the purposes described in Section II of this Notice, Directory Information will be made available to the workforce members of the Company Group as part of a global office directory. The global office directory is stored on servers operated by or on behalf of the Company Group including, particularly, Victoria’s Secret & Co., Mast Technology Services Inc., and Mast Global Business Services India Private Limited. The controller of your Directory Information stored in the global office directory is Victoria’s Secret & Co.</p>
<p>B. <u>人力資源管理和實施</u></p>	<p>B. <u>HR Management and Administration</u></p>
<p>如果任何個別案例中有此必要，我們將與 Victoria’s Secret & Co.、Mast Technology Services、Mast Global Business Services India</p>	<p>If and to the extent necessary in the individual case for the purposes described in Section II of this Notice, we share your HR and Workforce Management Data, your Compensation and Benefits Data, your IT Data,</p>

<p>Private Limited 為本聲明第二節所述目的分享您的人力資源和員工管理資料、您的薪酬和福利資料、您的資訊科技資料和/或您的道德熱線資料。您各項個人資料的控制人為本公司和 Victoria's Secret & Co.。</p>	<p>and/or your Ethics Hotline Data with Victoria's Secret & Co., Mast Technology Services, Mast Global Business Services India Private Limited,. The controller of your respective Personal Data are the Company and Victoria's Secret & Co.</p>
<p>C. <u>全球人力資源應用程序</u></p>	<p>C. <u>Global Human Resources Applications</u></p>
<p>我們將在人力資源資訊系統（「<u>HRIS</u>」，這些系統由多個應用程序和資料儲存器組成，可協助本公司集團在國際層面上管理人力資源和僱員薪酬，並允許僱員在某些情況下管理其自己的個人資料）中包括某些人力資源和員工管理資料、薪酬和福利資料及/或資訊科技資料。我們在美國的母公司 Victoria's Secret & Co.可能會托管該等伺服器或可能會使用第三方伺服器。個人資料的該等轉移使本公司集團能夠改善跨境人力資源管理，集中進行薪資和福利管理，從而降低成本，並盡量減少以不太安全之方式在本公司集團實體之間進行資料轉移。</p>	<p>We will include certain HR and Workforce Management Data, Compensation and Benefits Data and/or IT Data in human resources information systems (“<u>HRIS</u>”), which are applications and data stores that assist the Company Group administer human resources and employee compensation at an international level and permit employees to manage their own Personal Data in some cases. Our parent company, Victoria's Secret & Co. in the U.S., may host such servers or may utilize third party servers. This transfer of Personal Data will enable the Company Group to benefit from improved cross-border human resources management and to centralize payroll and benefits administration, which will reduce costs and minimize data transfer between Company Group entities by less secure means.</p>
<p>除為了方便合作而提供給本公司集團內所有人之通訊錄資訊外，只有需要知情並獲授權之僱員方有權查閱個人資料。</p>	<p>With the exception of Directory Information, which is available to everyone in the Company Group to facilitate cooperation, only authorized employees with a need to know have access to the Personal Data.</p>
<p>D. <u>服務提供商、第三方</u></p>	<p>D. <u>Service Providers, Third Parties</u></p>
<p>此外，我們可以確保，您的通訊錄資訊、人力資源和員工管理資料、薪酬和福利資料、資訊科技資料和/或道德熱線資料僅提供給需要借助該等資訊/資料履行合同服務之服務提供商或適用的資料私隱法律所允許之其他第三方。</p>	<p>In addition, we may make certain that your Directory Information, HR and Workforce Management Data, Compensation and Benefits Data, IT Data and/or Ethics Hotline Data are available only to service providers who need it to perform contracted services or to other third parties, as permitted under applicable data privacy law.</p>
<p>E. <u>公共機關及其他第三方</u></p>	<p>E. <u>Authorities and Other Third Parties</u></p>
<p>此外，我們可根據地方法規，與當地公共機關及其他方分享個人資料，或將其作為本公司集團內部調查一部分進行分享。如果適用的法</p>	<p>In addition, we may share Personal Data with local authorities and other parties in accordance with local regulations, or as part of internal investigations within the Company Group. Your Personal Data also may be</p>

<p>律、法庭命令或政府法規有所要求，或在我們出售或轉讓我們的全部或部分業務資產（包括但不限於合併、收購、合資、重組、解散或清算）時，我們亦可分享和/或轉移您的個人資料以回應內部或外部審計和查詢、執法要求、行政或司法機關的要求。</p>	<p>shared and/or transferred to respond to internal or external audit and inquiries, law enforcement requests, requests from administrative or judicial authorities, where required by applicable laws, court orders, or government regulations, or in the event we sell or transfer all or a portion of our business assets (including, without limitation, in the event of a merger, acquisition, joint venture, reorganization, dissolution, or liquidation).</p>
<p>F. <u>通常進行之跨境資料轉移</u></p>	<p>F. <u>Cross-Border Data Transfer Generally</u></p>
<p>上述許多接收方將位於您所在國家之外或可能在您所在國家之外擁有相關業務經營，例如在美國和印度。</p>	<p>Many of these recipients will be located or may have relevant operations outside of your country, such as in the United States and India.</p>
<p>IV. 保留期</p>	<p>IV. RETENTION PERIODS</p>
<p>個人資料將僅在滿足合法業務需要所必要之期限內並符合適用法律予以保存。</p>	<p>Personal Data will be stored only as long as necessary to meet legitimate business needs and in accordance with applicable law.</p>
<p>V. 如何查閱您的個人資料或獲取更多資訊？</p>	<p>V. HOW CAN YOU ACCESS YOUR PERSONAL DATA OR OBTAIN MORE INFORMATION?</p>
<p>根據適用法律，除其他權利外，您還可擁有下列權利：(i)檢查我們是否持有您的個人資料、所持有之該等個人資料的種類以及查閱該等資料或要求獲取該等資料複本，(ii)要求更正、補充或刪除有關您的不準確個人資料，以及(iii)要求本公司停止收集、處理或使用您的個人資料，除非有適用的法例或其他法律要求或允許。在某些情況下，您亦有權根據適用資料保護法規中規定之程序、出於合法理由反對處理您的個人資料，並有權尋求您可獲得的、與處理個人資料相關之其他法律補救。我們將根據適用法律在需要時確認該等權利。</p>	<p>Under applicable law, you may have, among others, the rights: (i) to check whether and what kind of Personal Data we hold about you and to access or to request copies of such data, (ii) to request correction, supplementation or deletion of Personal Data about you that is inaccurate, and (iii) to request the Company to stop the collection, processing or use of Personal Data about you, except to the extent required or permitted under applicable statute or other law. In certain circumstances, you also may have the right to object for legitimate reasons to the processing of your Personal Data in accordance with the procedures set forth in the applicable data protection regulations and to seek other legal remedies available to you in connection with the processing of Personal Data. We will honor these rights, where required, in accordance with the applicable law.</p>
<p>請透過 VSprivacy@victoria.com 向私隱辦公室提出上述要求以及有關本聲明之任何其他問</p>	<p>Please address such request and any other questions concerning this Notice to the Privacy Office at VSprivacy@victoria.com.</p>

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訪問 HR Access (私隱政策) 以查看本聲明最新版本，或透過 VSprivacy@victoria.com 聯絡私隱團隊以獲取複本。	Visit HR Access (Privacy Policy) to review the latest version of this Notice, or contact the Privacy Team at VSprivacy@victoria.com to receive a copy.
附件	<u>ANNEX</u>
個人資料類別	<u>Categories of Personal Data</u>
通訊錄資訊： 一般提供的聯絡資訊，包括以下資訊：	<u>Directory Information:</u> Generally available contact information, includes information such as:
<ul style="list-style-type: none"> • 姓名格式類型 	<ul style="list-style-type: none"> • Name format type
<ul style="list-style-type: none"> • 稱謂（先生/太太等） 	<ul style="list-style-type: none"> • Prefix (Mr./Mrs./etc.)
<ul style="list-style-type: none"> • 名字 	<ul style="list-style-type: none"> • First name
<ul style="list-style-type: none"> • 首選名 	<ul style="list-style-type: none"> • Preferred Name
<ul style="list-style-type: none"> • 中間名 	<ul style="list-style-type: none"> • Middle name
<ul style="list-style-type: none"> • 姓氏 	<ul style="list-style-type: none"> • Last name (Family Name)
<ul style="list-style-type: none"> • 曾用姓（婚前姓） 	<ul style="list-style-type: none"> • Former Last Name (Maiden Name)
<ul style="list-style-type: none"> • 後置稱謂 	<ul style="list-style-type: none"> • Suffix
<ul style="list-style-type: none"> • 工作代碼 	<ul style="list-style-type: none"> • Job code
<ul style="list-style-type: none"> • 上工編號和名稱 	<ul style="list-style-type: none"> • Reports to position number and name
<ul style="list-style-type: none"> • 辦公電郵地址 	<ul style="list-style-type: none"> • Office e-mail address
<ul style="list-style-type: none"> • 辦公電話號碼 	<ul style="list-style-type: none"> • Office phone number
<ul style="list-style-type: none"> • 流動電話號碼 	<ul style="list-style-type: none"> • Cellular phone number
<ul style="list-style-type: none"> • 僱用地點和地址 	<ul style="list-style-type: none"> • Employment Location and Address
<ul style="list-style-type: none"> • 職務 	<ul style="list-style-type: none"> • Job title
<ul style="list-style-type: none"> • 僱員 ID 	<ul style="list-style-type: none"> • Employee ID
<ul style="list-style-type: none"> • 照片（或個人圖片） 	<ul style="list-style-type: none"> • Photographs (or Profile Picture)
人力資源和員工管理資料： 合格的人力資源資料，包括以下資訊：	<u>HR and Workforce Management Data:</u> Qualified HR Data, includes information such as:
<ul style="list-style-type: none"> • 國民證件類型 	<ul style="list-style-type: none"> • National ID Type
<ul style="list-style-type: none"> • 國民證件 	<ul style="list-style-type: none"> • National ID
<ul style="list-style-type: none"> • 國家（即簽發國民身份文件之國家） 	<ul style="list-style-type: none"> • Country (that has issued the National Identification document)
<ul style="list-style-type: none"> • 規管地區 	<ul style="list-style-type: none"> • Regulatory Region

<ul style="list-style-type: none"> • 公民身份 	<ul style="list-style-type: none"> • Citizenship Status
<ul style="list-style-type: none"> • 公民身份所屬國家（列明給予該等公民身份之國家）。 	<ul style="list-style-type: none"> • Citizenship Country (names a country as opposed to the status above).
<ul style="list-style-type: none"> • 國籍 	<ul style="list-style-type: none"> • Nationality
<ul style="list-style-type: none"> • 出生日期和年齡 	<ul style="list-style-type: none"> • Date of Birth and Age
<ul style="list-style-type: none"> • 性別 	<ul style="list-style-type: none"> • Gender
<ul style="list-style-type: none"> • 家庭成員的姓名和家庭崗位 	<ul style="list-style-type: none"> • Family Members' Names and Status
<ul style="list-style-type: none"> • 語言技能 	<ul style="list-style-type: none"> • Language Skills
<ul style="list-style-type: none"> • 護照簽發國家 	<ul style="list-style-type: none"> • Passport Issue Country
<ul style="list-style-type: none"> • 護照簽發城市 	<ul style="list-style-type: none"> • Passport Issue City
<ul style="list-style-type: none"> • 護照簽發狀態 	<ul style="list-style-type: none"> • Passport Issue State
<ul style="list-style-type: none"> • 護照到期日期 	<ul style="list-style-type: none"> • Passport Expiry Date
<ul style="list-style-type: none"> • 簽證狀態和證件號 	<ul style="list-style-type: none"> • Visa Status and ID Number
<ul style="list-style-type: none"> • 國家—簽證/許可證（申請/授予簽證的國家名稱） 	<ul style="list-style-type: none"> • Country - for Visa/Permit (Country Name for which visa is applied/granted)
<ul style="list-style-type: none"> • 簽證生效日期 	<ul style="list-style-type: none"> • Visa Effective Date
<ul style="list-style-type: none"> • 簽證類型（工作許可證/商務等） 	<ul style="list-style-type: none"> • Visa Type (Work Permit/Business/etc.)
<ul style="list-style-type: none"> • 簽證合同 	<ul style="list-style-type: none"> • Visa Contract
<ul style="list-style-type: none"> • 簽證到期日期 	<ul style="list-style-type: none"> • Visa Expiry Date
<ul style="list-style-type: none"> • 個人地址 	<ul style="list-style-type: none"> • Personal Address
<ul style="list-style-type: none"> • 緊急聯絡人姓名和關係 	<ul style="list-style-type: none"> • Emergency Contact Name and Relation
<ul style="list-style-type: none"> • 緊急聯絡人，主要聯絡人 	<ul style="list-style-type: none"> • Emergency Contact, Primary Contact
<ul style="list-style-type: none"> • 緊急聯絡電話 	<ul style="list-style-type: none"> • Emergency Contact Phone
<ul style="list-style-type: none"> • 緊急聯絡資訊 	<ul style="list-style-type: none"> • Emergency Contact Information
<ul style="list-style-type: none"> • 僱用和辦公地點 	<ul style="list-style-type: none"> • Employment and Office Location
<ul style="list-style-type: none"> • 僱用相關行動（聘用/重新聘用/終止） 	<ul style="list-style-type: none"> • Employment Action (Hire/Rehire/Termination)
<ul style="list-style-type: none"> • 採取僱用相關行動之原因（聘用/重新聘用/終止/休假） 	<ul style="list-style-type: none"> • Reason for Employment Action (Hire/Rehire/Termination/Leave)
<ul style="list-style-type: none"> • 工作代碼 	<ul style="list-style-type: none"> • Job Code
<ul style="list-style-type: none"> • 上工編號和名稱 	<ul style="list-style-type: none"> • Reports To Position Number and Name
<ul style="list-style-type: none"> • 僱員類型 	<ul style="list-style-type: none"> • Employee Classification
<ul style="list-style-type: none"> • 僱用編號 	<ul style="list-style-type: none"> • Employee ID Number
<ul style="list-style-type: none"> • 僱用狀態 	<ul style="list-style-type: none"> • Employment Status
<ul style="list-style-type: none"> • 合同類型 	<ul style="list-style-type: none"> • Type of Contract
<ul style="list-style-type: none"> • 合同開始日期 	<ul style="list-style-type: none"> • Contractual starting date
<ul style="list-style-type: none"> • 合同結束日期 	<ul style="list-style-type: none"> • Contractual end date
<ul style="list-style-type: none"> • 試用期 	<ul style="list-style-type: none"> • Probation Period
<ul style="list-style-type: none"> • 教育和受僱史 	<ul style="list-style-type: none"> • Education and Employment History

<ul style="list-style-type: none"> 履歷表或簡歷 	<ul style="list-style-type: none"> CV or Resume
<ul style="list-style-type: none"> 工作推薦信（如適用） 	<ul style="list-style-type: none"> Job References (where applicable)
<ul style="list-style-type: none"> 關於語言及其他工作相關技能之資訊 	<ul style="list-style-type: none"> Information on Language and Other Job-Related Skills
<ul style="list-style-type: none"> 既往薪酬詳情（在法律允許的情況下） 	<ul style="list-style-type: none"> Historical Compensation Details (where legally permissible)
<ul style="list-style-type: none"> 連續服務日期 	<ul style="list-style-type: none"> Continuous Service Date
<ul style="list-style-type: none"> 工作類型 	<ul style="list-style-type: none"> Job classification
<ul style="list-style-type: none"> 全職/兼職狀態 	<ul style="list-style-type: none"> Full time/ Part time status
<ul style="list-style-type: none"> 兼職百分比 	<ul style="list-style-type: none"> Part time percentage
<ul style="list-style-type: none"> 職務和職務代碼 	<ul style="list-style-type: none"> Job Title and Job Title Code
<ul style="list-style-type: none"> 工作說明 	<ul style="list-style-type: none"> Job Description
<ul style="list-style-type: none"> 部門 	<ul style="list-style-type: none"> Department
<ul style="list-style-type: none"> 分部門 	<ul style="list-style-type: none"> Sub-Department
<ul style="list-style-type: none"> 地區 	<ul style="list-style-type: none"> Region
<ul style="list-style-type: none"> 市場 	<ul style="list-style-type: none"> Market
<ul style="list-style-type: none"> 項目和項目分配 	<ul style="list-style-type: none"> Project and Project allocation
<ul style="list-style-type: none"> 成本中心和成本中心分配 	<ul style="list-style-type: none"> Cost Center and Cost Center allocation
<ul style="list-style-type: none"> 主管（僱員姓名和編號） 	<ul style="list-style-type: none"> Supervisor (Employee Name and ID)
<ul style="list-style-type: none"> 工作期間（每週/每月/等） 	<ul style="list-style-type: none"> Work Period (Weekly/Monthly/etc.)
<ul style="list-style-type: none"> 工資管理計劃 	<ul style="list-style-type: none"> Salary Administration Plan
<ul style="list-style-type: none"> 工資等級 	<ul style="list-style-type: none"> Salary Grade
<ul style="list-style-type: none"> 薪酬率代碼 	<ul style="list-style-type: none"> Compensation Rate Code
<ul style="list-style-type: none"> 薪酬率 	<ul style="list-style-type: none"> Compensation Rate
<ul style="list-style-type: none"> 補充工資 	<ul style="list-style-type: none"> Supplemental salary
<ul style="list-style-type: none"> 加班費 	<ul style="list-style-type: none"> Overtime compensation
<ul style="list-style-type: none"> 獎金 	<ul style="list-style-type: none"> Bonus compensation
<ul style="list-style-type: none"> 其他可變薪酬 	<ul style="list-style-type: none"> Other variable compensation
<ul style="list-style-type: none"> 服務終止付款和應計款項 	<ul style="list-style-type: none"> End of Service payment and accruals
<ul style="list-style-type: none"> 假日工資扣除 	<ul style="list-style-type: none"> Holiday salary deduction
<ul style="list-style-type: none"> 假日補償和應計款項 	<ul style="list-style-type: none"> Holiday compensation and accruals
<ul style="list-style-type: none"> 其他假期工資扣除 	<ul style="list-style-type: none"> Other leave salary deduction
<ul style="list-style-type: none"> 其他假期補償 	<ul style="list-style-type: none"> Other leave compensation
<ul style="list-style-type: none"> 未休假期補償 	<ul style="list-style-type: none"> Not taken holidays compensation
<ul style="list-style-type: none"> 由本公司支付的所有開支、福利及實物福利 	<ul style="list-style-type: none"> All company paid expenses, benefits and benefits in kind
<ul style="list-style-type: none"> 住房津貼 	<ul style="list-style-type: none"> Housing Allowances
<ul style="list-style-type: none"> 差旅津貼 	<ul style="list-style-type: none"> Travel Allowances
<ul style="list-style-type: none"> 汽車或通勤津貼 	<ul style="list-style-type: none"> Car or Commuting Allowances
<ul style="list-style-type: none"> 其他津貼（生活費、流動電話等） 	<ul style="list-style-type: none"> Other Allowances (Cost of Living, Mobile

	Phone, etc.)
• 支付卡資訊	• Payment Card Information
• 僱員開支	• Employee expenses
• 帶薪休假或年假	• Paid Time Off or Leave of Absence
• 第三方付款（當員工因長期疾病、工作事故或其他原因休假時）。	• Third Party Payments (when the employee is on leave for long-term sickness, accident at work or other reason.)
• 發放工資詳情包括以下內容（如適用）：	• Paycheck details include the following (where applicable):
a) 工資總額	a) Total Gross Salary
b) 僱員的工資稅（由僱主預扣）	b) Employee's wage tax (withheld by the employer)
c) 僱員強制性社保扣除額	c) Employee's compulsory Social Security deduction
d) 僱員強制退性休金扣除額	d) Employee's compulsory retirement deduction
e) 僱員強制性失業保險扣除額	e) Employee's compulsory unemployment deduction
f) 僱員額外醫保扣除額	f) Employee's additional medical care deduction
g) 其他強制性或額外僱員扣除額	g) Other compulsory or additional employee's deductions
h) 僱員的自願退休金扣除額	h) Employee's voluntary retirement deduction
i) 僱員的自願醫保扣除額	i) Employee's voluntary medical care deduction
j) 其他僱員自願扣除額	j) Other Employee's voluntary deductions
k) 僱員扣除額合計	k) Total Employee Deductions
l) 工資淨額合計	l) Total Net Salary
m) 股票購買計劃扣除額（如可用）	m) Stock purchase plan deduction, if made available
n) 開支退回和預付款	n) Expenses refund and advances
o) 外派開支退回	o) Expatriate expenses refund
p) 實物福利扣除額	p) Benefits in Kind deduction
q) 其他調整淨額	q) Other Net adjustments
r) 工資預付調整額	r) Salary Advance Adjustments
s) 第三方付款（淨額）	s) Third Party payments (net)
t) 調整淨額合計	t) Total Net Adjustments
u) 支付淨額	u) Net to Pay
• 教育	• Education
• 工作資格及是否適合工作之相關資訊	• Information on Eligibility and Fitness for

	Work
<ul style="list-style-type: none"> 公司培訓歷史記錄 	<ul style="list-style-type: none"> Company Training History
<ul style="list-style-type: none"> 績效評估和評級歷史記錄 	<ul style="list-style-type: none"> Performance Evaluation and Rating History
<ul style="list-style-type: none"> 紀律處分（例如，績效改進計劃、書面警告） 	<ul style="list-style-type: none"> Disciplinary Action (e.g., performance improvement plan, written warning)
<ul style="list-style-type: none"> 公司資訊科技和通信資源使用情況 	<ul style="list-style-type: none"> Information on Use of Company IT and Communications Resources
<ul style="list-style-type: none"> 出生國 	<ul style="list-style-type: none"> Birth Country
<ul style="list-style-type: none"> 出生城市 	<ul style="list-style-type: none"> Birth City
<ul style="list-style-type: none"> 婚姻和家庭狀況 	<ul style="list-style-type: none"> Marital and Family Status
<ul style="list-style-type: none"> 受養人人數 — 子女 	<ul style="list-style-type: none"> Number of Dependents – Children
<ul style="list-style-type: none"> 受養人人數 — 成人 	<ul style="list-style-type: none"> Number of Dependents - Adults
<ul style="list-style-type: none"> 受養人詳情（姓名、出生日期、關係） 	<ul style="list-style-type: none"> Dependent Details (Name, Date of Birth, Relationship)
<ul style="list-style-type: none"> 犯罪和刑事訴訟程序 	<ul style="list-style-type: none"> Offenses and criminal proceedings
<ul style="list-style-type: none"> 每年的缺勤天數（但不包括與健康狀態相關的個人資料） 	<ul style="list-style-type: none"> Days of absence taken per year (but not including health related Personal Data)
<ul style="list-style-type: none"> 團體保單資訊（例如保單編號、健康險資訊） 	<ul style="list-style-type: none"> Group Insurance Policy Information (e.g., policy number, health insurance information)
<ul style="list-style-type: none"> 殘疾情況（如適用，且法律有此要求） 	<ul style="list-style-type: none"> Disability Status (where applicable and legally required)
<ul style="list-style-type: none"> 照片 — 用於識別身份之目的（<i>例如</i>：公司通訊錄）或安全目的（<i>例如</i>：身份標牌） 	<ul style="list-style-type: none"> Photographs - for identification purposes (<i>example</i>: company directory) or security purposes (<i>example</i>: identification badge)
<ul style="list-style-type: none"> 為了向資料當事人提供下列各項而需要提供的所有個人資料：(1)訪問公司電腦系統和網絡，以及(2)在本公司集團內進行電子通信所需的工具，包括但不限於 IP 地址和用戶登錄名。 	<ul style="list-style-type: none"> All Personal Data required to provide data subjects (1) access to company computer systems and networks and (2) tools to electronically communicate within the Company Group, including but not limited to IP address and user login name.
<ul style="list-style-type: none"> 銀行詳情，包括： 	<ul style="list-style-type: none"> Banking Details, including the following:
<ul style="list-style-type: none"> a) IBAN（國際銀行帳號）或 BBAN（基本銀行帳號） 	<ul style="list-style-type: none"> a) IBAN (International Banking Account Number) or BBAN (Basic Bank Account Number)
<ul style="list-style-type: none"> b) BIC（銀行標識符代碼）、SWIFT 代碼或 CNAP 代碼 	<ul style="list-style-type: none"> b) BIC (Bank Identifier Code), SWIFT code, or CNAP code
<ul style="list-style-type: none"> c) 帳戶幣種 	<ul style="list-style-type: none"> c) Account currency
<ul style="list-style-type: none"> d) 銀行帳戶上使用的姓名 	<ul style="list-style-type: none"> d) Name on the bank account
<ul style="list-style-type: none"> e) 銀行名稱 	<ul style="list-style-type: none"> e) Bank name
<ul style="list-style-type: none"> f) 轉帳到銀行的百分比或金額 	<ul style="list-style-type: none"> f) Percentage or amount transfer to bank

薪酬和福利資料：股票、激勵和福利計劃管理服務提供商資料，包括以下資訊：	<u>Compensation and Benefits Data</u> : Stock, Incentive, and Benefit Plans Administration Service Provider Data, includes information such as:
• 姓名格式類型	• Name format type
• 稱謂（先生/太太/等）	• Prefix (Mr./Mrs./etc.)
• 名字	• First name
• 中間名	• Middle name
• 姓氏	• Last name
• 國家（即簽發國民身份文件之國家）	• Country (that has issued the National Identification document)
• 公民身份	• Citizenship Status
• 公民身份所屬國家（列明給予該等公民身份之國家）。	• Citizenship Country (names a country as opposed to the status above)
• 電郵地址	• E-mail address
• 社保編號、國家保險編號、個人公共服務編號、社會保險編號或同等資訊	• Social Security Number, National Insurance Number, Personal Public Service Number, Social Insurance Number, or the equivalent
• 僱員編號，非美國僱員的社保編號除外	• Employee ID, other than Social Security Number for non-US employees
• 僱用相關行動（聘用/重新聘用/終止）-聘用日期	• Employment Action (Hire/Rehire/Termination) – Date of hire
• 僱用相關行動（聘用/重新聘用/終止）— 終止日期	• Employment Action (Hire/Rehire/Termination) – Termination date
• 稅務管轄區	• Tax jurisdiction
• 稅務編號	• Tax ID Number
• 預扣稅率	• Tax withholding rate
• 年薪	• Annual Salary
• 負責申報收入和報稅的薪資實體	• Payroll entity responsible for reporting of income and taxes
• 總帳代碼（包括業務單位和部門資訊）	• General Ledger code (including business unit and department information)
• 家庭地址	• Home address
• 出生日期	• Date of Birth
資訊科技資料：資訊科技運行、監控、管理和維護資訊，包括以下資訊：	<u>IT Data</u> : IT operation, monitoring, management and maintenance information, includes information such as:

<ul style="list-style-type: none"> • 姓名格式類型 	<ul style="list-style-type: none"> • Name format type
<ul style="list-style-type: none"> • 稱謂（先生/太太等） 	<ul style="list-style-type: none"> • Prefix (Mr./Mrs./etc.)
<ul style="list-style-type: none"> • 名字 	<ul style="list-style-type: none"> • First name
<ul style="list-style-type: none"> • 中間名 	<ul style="list-style-type: none"> • Middle name
<ul style="list-style-type: none"> • 姓氏 	<ul style="list-style-type: none"> • Last name
<ul style="list-style-type: none"> • 僱員編號 	<ul style="list-style-type: none"> • Employee ID Number
<ul style="list-style-type: none"> • 僱員狀態 	<ul style="list-style-type: none"> • Employee Status
<ul style="list-style-type: none"> • 部門 	<ul style="list-style-type: none"> • Department
<ul style="list-style-type: none"> • 工作代碼 	<ul style="list-style-type: none"> • Job code
<ul style="list-style-type: none"> • 上工編號和名稱 	<ul style="list-style-type: none"> • Reports to position number and name
<ul style="list-style-type: none"> • 照片 — 用於識別身份之目的（<i>例如</i>：公司通訊錄）或安全目的（<i>例如</i>：身份標牌） 	<ul style="list-style-type: none"> • Photographs - for identification purposes (<i>example</i>: company directory) or security purposes (<i>example</i>: identification badge)
<ul style="list-style-type: none"> • 視頻和音頻記錄 — 出於安全目的（且在法律允許的情況下以符合該等目的之方式進行） 	<ul style="list-style-type: none"> • Video and audio recordings - for security purposes (and in a manner compatible with these purposes where legally permissible)
<p><u>道德熱線資料</u>：與道德熱線投訴和調查有關之合規資料，其中可能包括與舉報、舉報者和可能了解該問題之其他人相關之資訊，例如：</p>	<p><u>Ethics Hotline Data</u>: Compliance data, related to ethics hotline complaints and investigations, which may include information concerning the report, reporter, and others who may know about the issue such as:</p>
<ul style="list-style-type: none"> • 名字 	<ul style="list-style-type: none"> • First Name
<ul style="list-style-type: none"> • 姓氏 	<ul style="list-style-type: none"> • Last Name
<ul style="list-style-type: none"> • 僱員編號 	<ul style="list-style-type: none"> • Employee ID Number
<ul style="list-style-type: none"> • 僱員所在地點和地址 	<ul style="list-style-type: none"> • Employee Location and Address
<ul style="list-style-type: none"> • 僱員狀態 	<ul style="list-style-type: none"> • Employee Status
<ul style="list-style-type: none"> • 部門 	<ul style="list-style-type: none"> • Department
<ul style="list-style-type: none"> • 舉報的資訊 	<ul style="list-style-type: none"> • Reported Information
<ul style="list-style-type: none"> • 紀律處分（例如，績效改進計劃、書面警告） 	<ul style="list-style-type: none"> • Disciplinary Action (e.g., performance improvement plan, written warning)
<ul style="list-style-type: none"> • 關於資料當事人使用公司技術系統和網絡的資訊（以與調查相關的範圍為限） 	<ul style="list-style-type: none"> • Information on the data subject's use of company technology systems and networks (to the extent relevant to the investigation)