

安道拓隐私声明
(English version on page 4)

更新日期: 2023 年 12 月 13 日

中国大陆地区附录：中国大陆地区个人信息保护

如果您是安道拓（中国）投资有限公司（“**ACO**”）及安道拓在中国的其他关联方（统称“**安道拓中国**”、“**我们**”）聘用的或派遣至安道拓中国的员工，本附录可能适用于您。本附录是对《有关员工和候选人的个人信息隐私声明》（“**《隐私声明》**”）的补充，并构成其不可分割的组成部分。

数据出境

出于全球人力资源管理和业务经营的需要，我们可能会将您的个人信息传输至 **Adient US LLC**，一家位于中国大陆地区以外的安道拓集团公司（“**境外接收方**”）。在特定情况下，境外接收方可能会聘请第三方服务提供商对相关境外系统进行运营和维护，并提供其他支持服务。

以下列出了我们可能会将您的个人信息传输至境外的具体情况。根据您的具体需求和对安道拓系统和服務的使用情况，向境外传输的个人信息类型可能有所不同。

数据出境的目的	出境的个人信息类型
日常人力资源管理、员工管理和 IT 访问权限创建	<i>必要信息</i> ：姓名、员工编号、性别、出生日期、国籍、国民身份证件、家庭地址、私人电话号码、个人电子邮箱地址、电话设备类型、国家、工作地点、员工状态、员工类型、雇主、审批状态、职务、主管经理、部门、工作电子邮箱地址、工作电话号码、等同全职人员、薪酬类型和薪酬（工资）。 <i>可选信息</i> ：年龄、出生地、婚姻状况、公民身份、社交媒体链接、紧急联系人、教育背景和工作经验。
业务沟通和协作	姓名、姓氏、工作电子邮箱地址、工作电话号码、全球编号、职位、工作地点和直线经理。
差旅和其他费用管理	差旅和其他费用数据、银行和银行卡交易数据及报销数据。

作为境外接收方，**Adient US LLC** 可能会为上述目的收集、存储和传输您的个人信息。

您的个人信息被视为隐私和机密。对于数据出境，我们将根据适用法律法规的要求履行相关

程序和手续，并采取合理的技术和组织管理措施，确保出境个人信息的安全。

您可以通过发送电子邮件至 ae-privacy@adient.com 联系境外接收方。如果您希望对境外接收方行使您的权利，您有以下几种选择：

- 查阅安道拓内联网的隐私门户网站，确定并联系本地数据隐私联系人。
- 与您的主管、或其他主管或经理讨论问题。
- 联系人力资源部。
- 联系隐私办公室电子信箱 ae-privacy@adient.com。
- 联系安道拓 24 小时诚信正直服务热线：
 - 通过互联网在线提交报告：adient.ethicspoint.com。
 - 通过电话提交报告：您可以在 adient.ethicspoint.com 上找到安道拓业务运营所在全部国家的免费电话列表。

敏感个人信息

如果人力资源管理需要或遵守适用法律需要，我们可能会处理敏感个人信息。敏感个人信息的类型、敏感个人信息的处理目的以及不提供相应敏感个人信息的影响如下表所示：

敏感个人信息的类型	处理目的	不提供的影响
身份证明（如身份证、护照或驾驶执照）号码	<ul style="list-style-type: none">• 日常人力资源管理。• 遵守法律和其他要求，如所得税、社会保险和住房公积金缴费扣除、记录保存和报告义务。	您将无法被雇用或聘用，或无法申请社会保险和其他法定福利，包括工伤或退休福利，或无法在中国境外出差期间履行职责。
签证和工作许可	<ul style="list-style-type: none">• 协助外籍员工申请中国工作许可或工作签证。	您将无法被雇用或聘用。
社会保险和住房公积金账户	<ul style="list-style-type: none">• 申请社会保险或住房公积金。	您将无法申请社会保险或住房公积金。
银行账户信息	<ul style="list-style-type: none">• 管理工资、奖励、福利或其他款项的支付。• 管理差旅和其他费用及报销。	您将无法获得工资、奖金、福利或报销。
医疗健康信息	<ul style="list-style-type: none">• 管理出勤、休假和缺勤，以及管理法定和公司福利。• 管理工作场所员工的健康和安全。	您将无法获得与健康状况相关的福利或休假。

敏感个人信息的类型	处理目的	不提供的影响
未满 14 周岁未成年人的个人信息	<ul style="list-style-type: none"> 为员工子女管理商业保险及管理某些假期（如产假和陪产假）。 	您将无法为您的子女维持商业保险或无法申请某些假期。
面部识别特征（如适用）	<ul style="list-style-type: none"> 我们可能在某些工厂使用基于面部识别的门禁系统，以管理工作场所安全、时间和出勤以及员工的生命和财产安全。 	您将无法使用基于面部识别的门禁系统进入特定的工作场所/工厂，但您可以选择我们提供的其他替代方案进入工作场所。

您的个人信息权利

除《隐私声明》中规定的个人信息权利外，您有权行使以下权利。我们将在 15 个工作日内回复您关于个人信息的请求。

复制。在适用法律允许的范围内，您有权要求提供一份安道拓处理的您的个人信息的副本。

请求解释说明。您有权要求安道拓对《隐私声明》（包括本附录）进行解释说明。

如需联系我们的隐私办公室，请发送邮件到 ae-privacy@adient.com。

ADIENT EMPLOYEE PRIVACY NOTICE

Updated on December 13, 2023

ADDENDUM for Mainland China: Personal Information Protection in Mainland China

If you are an employee hired by or seconded to Adient (China) Investment Co., Ltd. (“**ACO**”) and other Chinese affiliates of Adient (collectively “**Adient China**”, “**we**”), this Addendum may apply to you. This Addendum supplements and constitutes an integral part of the *Personal Information Privacy Notice for Employees and Candidates* (“**Privacy Notice**”).

Cross-border data transfer

For the purposes of global human resource management and business operation, we may transfer your personal information to Adient US LLC, an Adient group company located outside Mainland China (“**Overseas Recipient**”). In certain cases, third-party service providers may be engaged by the Overseas Recipient to operate and maintain relevant overseas systems and provide other supporting services.

Outlined below are the specific circumstances under which we may transfer your personal information abroad. The types of personal information transferred abroad may vary depending on your specific needs and usage of Adient’s systems and services.

Purposes of Data Export	Types of Personal Information Transferred Abroad
Daily human resources management, workforce administration and IT access creation	<i>Mandatory:</i> name, employee ID, gender, birth date, nationality, national ID, home address, private phone number, personal e-mail address, phone device type, country, work location, worker status, worker type, employer, approval status, job title, manager, department, business e-mail address, business phone number, full-time equivalent, pay type and compensation (salary). <i>Optional:</i> age, place of birth, marital status, citizenship, link to social media, emergency contact person, education history and work experience.
Business communication and collaboration	Name, surname, business e-mail address, business phone number, Global ID, job position, place of work and direct manager.
Travel and other expense management	Travel and expense data, bank and card transactions data and reimbursements.

As the Overseas Recipient, Adient US LLC may collect, store and transfer your personal information for the above purposes.

Your personal information is considered private and confidential. For cross-border data transfer, we will perform relevant procedures and formalities in accordance with the requirements of applicable laws and regulations and will also take reasonable technical and organizational management measures to ensure the security of personal information transferred abroad.

You may contact the Overseas Recipient by sending email to ae-privacy@adient.com. If you would like to exercise your rights against the Overseas Recipient, you have several options:

- Consult Adient's intranet Privacy Portal to identify and contact your local Data Privacy point of contact.
- Discuss the issue with your supervisor or another supervisor or manager.
- Contact the Human Resources department.
- Contact the Privacy Office at ae-privacy@adient.com.
- Contact Adient 24-hour Integrity Helpline:
 - File a report online via the Internet: adient.ethicspoint.com.
 - File a report by phone: you will find toll free phone numbers listed for all countries where Adient conducts business on adient.ethicspoint.com.

Sensitive Personal Information

We may process sensitive personal information if it is needed for human resource management or if it is required to comply with applicable law. The types of sensitive personal information, the purposes of processing sensitive personal information and impact of failure to provide the corresponding sensitive personal information are listed in the chart below:

Types of Sensitive Personal Information	Purposes of Processing	Impact of Failure to Provide
Number of Identity Certificate (such as ID card, passport or driver license)	<ul style="list-style-type: none">• Daily human resource management.• Compliance with legal and other requirements such as income tax, deductions for contribution to social insurance and housing fund, record keeping and reporting obligations.	You will be unable to be hired or employed, or unable to apply for social insurance and other statutory benefits, including those for work-related injuries or retirement, or unable to perform duties on business trips outside of the PRC.
Visa and Work Authorization	<ul style="list-style-type: none">• Assisting expatriates to apply for work permits	You will be unable to be hired or employed

Types of Sensitive Personal Information	Purposes of Processing	Impact of Failure to Provide
	or work visas to China.	
Social Insurance and Housing Fund Accounts	<ul style="list-style-type: none"> Applying for social insurance or housing fund. 	You will be unable to apply for social insurance or housing fund.
Bank Account Information	<ul style="list-style-type: none"> Managing the payment of salaries, incentives, benefits or other amounts. Managing travel and other expenses and reimbursements. 	You will be unable to receive salary, bonus, benefits or reimbursements.
Medical Health Information	<ul style="list-style-type: none"> Managing attendance, leaves and absences, and managing statutory and corporate benefits. Managing the health and safety of employees in workplaces. 	You will be unable to receive health condition-related benefits or leave.
Personal Information of Minors under the Age of 14	<ul style="list-style-type: none"> Managing commercial insurance for employees' children and certain leaves (e.g., maternity and paternity leave). 	You will be unable to maintain commercial insurance for your children or apply for certain leaves.
Facial Recognition Features (If applicable)	<ul style="list-style-type: none"> We may use facial recognition-based entrance system in some factories to manage the safety of workplace, time and attendance, and the safety of the life and property of our employees. 	You will be unable to access specific workplaces/factories by using facial recognition-based entrance system, but you could choose other alternative solutions offered by us to enter into the workplaces.

Your Personal Information Rights

In addition to the personal information rights set out in the Privacy Notice, you are entitled to exercise the following rights. We will respond to your requests related to your personal information within 15 working days.

Copy. To the extent permitted by applicable law, you have the right to request a copy of your personal information processed by Adient.

Request explanation. You have the right to request an explanation of the Privacy Notice (including this Addendum) from Adient.

For contacting our Privacy Office, please reach out via e-mail to ae-privacy@adient.com.