

## China Vendor Privacy Notice 中国供应商隐私政策

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Air Liquide Global E&C Solutions Hangzhou Co., Ltd., Air Liquide Global E&C Solutions Shanghai Co., Ltd., and Air Liquide Global E&C Solutions Yantai Co., Ltd. (hereinafter referred to as “we”, “us” or “our”) are committed to being responsible for processing your personal information.

液化空气(杭州)有限公司, 液化空气工程咨询(上海)有限公司, 液化空气工程制造(烟台)有限公司(以下简称“我们”)承诺将负责地处理您的个人信息。

Before you use or submit any information, please carefully review this Privacy Notice (this “**Notice**”). We will continue to evaluate this Notice to reflect our personal information processing activities, and we may make changes to this Notice accordingly. Any changes will be made on this page, and you should check this page periodically for updates. If we make material changes to this Notice, we will provide you with notice when required by law.

在使用和提供任何个人信息之前, 请您仔细阅读本隐私政策(以下简称“本政策”)。我们会持续评估本政策, 使其充分反映我们的个人信息处理活动, 并且我们会根据服务的更新情况, 适时修改本政策的条款。您应定期检查此页面以获取政策的更新。如果我们对本政策做出重大变更, 我们会依照法律的要求向您发出通知。

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## 1. Application and definition

### 适用范围和定义

This Notice governs and describes our practices (as a personal information processor under China's data and privacy law) in connection with personal information that we collect in the course of our interactions with vendors or potential vendors in Mainland China, including online communication, site or/and workshop visit, business cooperation with vendors, signing of contracts, etc.

本政策描述了我们在(中国数据和隐私法下的个人信息处理者)如何在中国大陆在与供应商或潜在的供应商互动的过程中(包括线上交流、现场和/或工厂实地考察、与供应商开展业务合作、合同签署等)收集个人信息。

Definitions of "personal information", "sensitive personal information", and "processing" in this Notice are set out as follows and are consistent with the definitions in the relevant laws.

本政策中的“个人信息”、“敏感个人信息”以及“处理”定义与相关法律中的定义一致，具体如下：

- **Personal information:** refers to various types of information recorded in electronic or other ways that are related to an identified or identifiable natural person, including but not limited to name, address, mobile phone number, and ID number, etc. but excluding anonymized information.

“个人信息”是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 processor:** refers to an organization or individual that independently decides on the processing purposes and processing methods during PI processing activities.

“个人信息处理者”是指在个人信息处理活动中独立决定处理目的和处理方法的组织或个人。

- **Sensitive personal information:** refers to personal information that, if leaked or used illegally, may easily lead to an infringement upon the human dignity of a natural person or endangerment of the safety of his/her body or property, including information on biometric identification, religious beliefs, specific identity, health care, financial accounts, and personal whereabouts, and personal information of minors under the age of fourteen. **Sensitive personal information is marked in bold, italic and underline to draw your attention.**

“敏感个人信息”是一旦泄露或者非法使用，容易导致自然人的人格尊严受到侵害或者人身、财产安全受到危害的个人信息，包括生物识别、宗教信仰、特定身份、医疗健康、金融账户、行踪轨迹等信息，以及不满十四周岁未成年人的个人信息。对于敏感个人信息，我们将会以加粗斜体下划线的方式提醒您注意。

- **Processing:** includes personal information collection, storage, use, processing, transmission, provision, disclosure and deletion, etc.

个人信息的“处理”包括个人信息的收集、存储、使用、加工、传输、提供、公开、删除等。

## 2. How we collect and use your personal information

### 我们如何收集和使用您的个人信息

We will only collect and process your personal information for the following purposes described in this Notice in accordance with the principles of lawfulness, legitimacy, necessity and good faith and in compliance with applicable laws and regulations.

我们将秉持合法、正当、必要原则，遵守适用法律法规的要求，基于下述目的收集和使用您的信息：

- 2.1. When we conduct business with you or your company, for the purposes of managing vendors' information, requests for quotations, vendor qualification reviews, contract negotiation, signature, and generation, we will collect and process your name and business phone number. If you do not provide your business phone number, we may collect your personal phone number.

在我们与您或您所在的公司开展业务合作的过程中，基于管理供应商信息、报价、供应商资格审查、合同谈判、签署及生成之目的，我们会收集并处理您的姓名与业务电话号码。如果您没有提供业务电话号码，我们则可能收集您的个人电话号码。

- 2.2. We may collect your name, business phone number, or your personal phone number if a business phone number is not provided, for the purposes of vendor qualification, selection, and creation in our digital management system.

出于在我们的数字管理系统中创建和选择供应商，并对其进行资格审查之目的，我们可能会收集您的姓名、业务电话号码，如果没有提供业务电话号码，我们则可能收集您的个人电话号码。

- 2.3. When you make an appointment to visit our sites, due to our security management needs, we will collect your name, phone number, job position, your company information, email address and ID card number. To ensure the safety of cooperation, all our vendors which intervene on our sites are required to sign a safety agreement. Therefore, we may collect your name and **ID number** to get the safety agreement signed.

如果您前往我司现场拜访预约，出于我们的安全管理之需要，我们会收集您的姓名、电话、职务、您所在企业的信息、电子邮件和身份证号码。为了确保合作的安全，所有介入我们场地的供应商都必须签署一份安全协议。因此，我们可能收集您的姓名和身份证号码用于签署安全协议。

- 2.4. We may collect your name and phone number for the purposes of auditing, health, safety and environment (HSE) qualification review, vendor performance evaluation, and supplier risk management evaluation.

出于审计以及健康、安全与环境(HSE)资格审查、供应商业绩评估、供应商风险管理评估之目的，我们可能会收集您的姓名和电话号码。

- 2.5. We may collect your name and phone number for the purposes of conducting supplier relationship management, keeping a record and processing the payment as well as financial information. When you are an individual landlord requesting payment, for the purpose of making payment, we will collect and use name, e-mail, phone number, address and **personal bank account**.

为了开展供应商关系管理、保存记录以及处理付款与财务信息，我们可能会收集您的姓名和电话号码。当您是一位个人房东要求付款时，为了付款，我们需要收集和使用您的姓名、邮箱、电话、地址以及个人银行帐号。

- 2.6. If you are a logistics vendor, to identify you or the driver hired by your company, we will collect your name, phone number, **ID card**.

如果您是我们物流供应商，在运送货物时为了识别您或者您公司的驾驶员的身份，我们将收集您的姓名、电话号码、身份证。

- 2.7. When you are a construction contractor, we may collect the personal information of your employees including the names, gender, contact information (phone number, E-mail etc), job qualification certificates, licences, **ID card** and **medical examination reports** etc. **You acknowledge and guarantee that you have obtained such individuals' separate consent prior to the provision of personal information.**

当您是施工承包商时，处于安全管理、现场管理，合同管理之目的，可能会收集您公司所属的服务人员的姓名、性别、联系方式(电话、邮件等)、资格证、操作证、身份证、体检报告等。

- 2.8. We need to process the sensitive personal information mentioned above (information in bold and underlined), including **ID card** and **personal bank account**, etc., otherwise we will not be able to provide you with the corresponding services. As you are aware, if sensitive personal information is leaked or illegally used, it may have a certain impact on the dignity, personhood, and property security of you.

我们需要处理上述敏感个人信息(加粗、标示下划线的信息)，包括身份证和个人银行帐号等，否则将无法为您提供相应的服务。您已知晓，敏感个人信息一旦泄露或者非法使用，可能对您的人格尊严或者人身、财产安全造成一定影响。

- 2.9. If you are a staff of a vendor that provides recruiting, consulting or human resources services to us, you or your company may provide us with personal information of other individuals, such as candidates or consultants, for business cooperation purposes. **You acknowledge and guarantee that you have obtained such individuals' separate consent prior to the provision of personal information.**

如果您是为我们提供招聘、咨询或人力资源服务的供应商的工作人员，您或您的公司可能会出于业务合作目的向我们提供候选人或顾问等其他个人的个人信息。您承认并保证您在提供个人信息之前已获得相关个人的单独同意。

### 3. How we share your personal information

#### 我们如何共享您的个人信息

In order to achieve the purposes above, we may entrust third-party service providers to assist us in providing relevant operation and service support. We will send your personal information to third parties such as procurement service providers, vendor management service providers and data storage service providers. For companies, organizations and individuals who we entrust to process your personal information, we ask them to handle your personal information in accordance with our instructions, this Notice and applicable laws.

我们可能需要在受我们的委托处理个人信息的第三方服务供应商(如采购服务提供商、供应商管理服务提供商、数据存储服务提供商)的协助下实现前述目的。对于受我们的委托处理个人信息的公司、组织和个人，我们会要求他们按照我们的要求、本政策以及法律的要求来处理个人信息。

We will not share your personal information with any third party who has an independent purpose and method of processing personal information.

我们不会将您的个人信息向任何对个人信息有着独立的处理目的和方法的第三方分享。

#### **4. Legal bases for processing your personal information**

处理您个人信息的法律依据

In most circumstances, we rely upon your consent to process your personal information. While under the relevant laws, we do not require your consent to process (including but not limited to, the collection, storage, use, processing, transmission, provision, disclosure, and deletion.) your personal information when:

在多数情形下，我们处理您的个人信息需要基于您的同意。但是根据相关法律，我们在下列情形下处理(包括但不限于收集、储存、使用、加工、传输、提供、披露和删除)您的个人信息时，不需要您的同意：

- 1) the processing is necessary for the conclusion or performance of a contract to which the individual is a contracting party or for conducting human resource management under the labor rules and regulations developed in accordance with the law and a collective contract signed in accordance with the law;  
为订立、履行个人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；
- 2) the processing is necessary to fulfill statutory functions or statutory obligations;  
为履行法定职责或者法定义务所必需；
- 3) the processing is necessary to respond to public health emergencies or protect the life, health or property safety of natural persons under emergency circumstances;  
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；
- 4) personal information is processed within a reasonable scope to conduct news reporting, public opinion-based supervision, or other activities in the public interest;  
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；
- 5) the personal information that has been disclosed by the individuals themselves or other personal information that has been legally disclosed is processed within a reasonable scope in accordance with this Law; or  
依照法律规定在合理的范围内处理个人自行公开或者其他已经合法公开的个人信息；或
- 6) under any other circumstance as provided by any law or administrative regulation.  
法律、行政法规规定的其他情形。

#### **5. How we store your personal information**

我们如何保存您的个人信息

We only retain your personal information within the minimum period which is necessary for the fulfilment of the purposes stated in this Notice. Meanwhile, we will also store your personal information with adherence to the mandatory provisions about the retention period rising from applicable laws and regulations.

我们仅在实现本政策所述目的所需的最短期限内保留您的个人信息。同时，我们还将根据相关法律法规中有关保留期限的强制性规定存储您的个人信息。

## 6. How we protect your personal information

我们如何保护您的个人信息

We have implemented industry accepted administrative, technical, and physical security measures to protect the personal information you provide and to prevent the data from being accessed, disclosed publicly, used, modified, damaged or lost without authorization. We will take all reasonable and practicable measures to protect your personal information.

我们已实施了行业公认的行政、技术和物理安全措施保护您提供的个人信息，以防止遭到未经授权访问、公开披露、使用、修改、损坏或丢失。我们将采取一切合理可行的措施保护您的个人信息。

However, we cannot and do not guarantee that these measures will provide absolute security. Where a personal information breach occurs unfortunately, we will inform you as required by the laws and regulations via mail, letter, telephone, pushed notification or other available means. Where it is difficult to inform the subjects of the personal information one by one, we may publish an announcement on our Services. Where required by law, we will also report the treatment result of the personal information security incident.

但是，我们也不能保证这些措施将提供绝对安全。如不幸发生个人信息泄露事件，我们将按照法律法规的要求及时向您告知相关情况，难以逐一告知您时，我们会采取合理、有效的方式发布公告。同时，我们还将按照法律法规和监管部门要求，上报个人信息安全事件的处置情况。

## 7. Your choices and rights

您的选择和权利

According to applicable law, you may have:

根据相关法律，您对您的个人信息享有如下权利：

- 1) the right to know and the right to decide on the processing of your personal information;

您对您的个人信息的处理享有知情权、决定权；

- 2) the right to restrict or refuse the processing of your personal information by others;

您有权限制或者拒绝我们对您的个人信息进行处理

- 3) the right to consult and duplicate your personal information;

您有权查阅、复制您的个人信息

- 4) the right to request personal information processors to correct or supplement

your personal information where you discover the information is incorrect or incomplete;

若您发现您的个人信息不准确或者不完整的，您有权请求我们进行更正、补充

- 5) the right to withdraw your consent to the processing of personal information based on your consent (but please note that your withdrawal of consent does not affect the validity of the processing of personal information that has been carried out based on your consent before the withdrawal);

对基于您同意而进行的个人信息处理活动，您有权撤回同意(但请您注意，您撤回同意的，不影响撤回前基于您同意已进行的个人信息处理活动的效力)；

- 6) the right to request the transfer of personal information to your designated personal information processors;

您有权请求将个人信息转移至您指定的其他个人信息处理者；

- 7) the right to delete your personal information under specific circumstances.

您有权在特定情况下要求我们删除您的个人信息。

If you want to exercise your rights above, please contact us via the contact information provided in this Notice. To protect the security of your personal information, we need to verify your identity in order to respond to your rights request(s), and we may not be able to respond to the request(s) for rights related to personal information that are not from you or authorized by you (for example, requests to consult personal information of someone else).

如果您想行使上述权利，请通过本政策中提供的联系信息与我们联系。为保障您的个人信息安全，我们需要核实您的身份以响应您的权利请求，我们可能无法响应非本人或非经本人授权的个人信息相关权利请求(例如请求查看他人的个人信息)。

Additionally, the rights above are subject to limitations and exceptions under applicable law. We will respond to and comply with your request(s) consistent with applicable law as soon as reasonably practicable. If you have unresolved concerns, you also have the right to complain to relevant supervisory authorities or where applicable, file a lawsuit with the court in accordance with applicable law.

此外，上述权利可能会受到相关法律的额外限制。我们将在合理可行的情况下尽快根据相关法律回应并响应您的请求。如果您仍有未解决的问题，您也有权向相关监管机构投诉，或根据相关法律向法院提起诉讼。

## 8. How we protect children's PI

我们如何保护儿童的个人信息

Our Services are not directed to children under the age of 14, and we do not knowingly collect personal information from children under the age of 14 without parental/guardian consent. We do not knowingly collect personal information from children for any purpose. If you believe that we have personal information of a child without parental/guardian consent, or if wish to withdraw consent, please contact us via the contact information provided in this Notice and we will delete such information.

我们的服务不针对14岁以下的儿童，在未经父母或监护人同意的情况下，我们不会故意收集14岁以下儿童的个人信息。我们不会出于任何目的故意收集儿童的个人信息。



如果您认为我们拥有未经父母或监护人同意的儿童个人信息，或者如果您希望撤回同意，请通过本政策中提供的联系信息与我们联系，我们将删除相关个人信息。

## 9. Links to other sites and services

### 其他网站和服务链接

The Services may contain links to third-party websites, applications and other services. Please be aware that we are not responsible for the privacy practices of such other sites and services. We encourage you to be aware when you leave our Services and to read the privacy statements of each and every site you visit that collects your information.

我们的服务可能会接入或链接至第三方网站、应用程序和其他服务。请注意，我们不对此类其他网站和服务的隐私做法负责。我们建议您在离开我们的服务时注意并阅读您访问的每个收集您信息的网站的隐私声明。

## 10. How do we transfer your personal information globally

### 我们如何在全球范围内转移您的个人信息

Since Air Liquide is a multinational corporation, as part of our international operations, our business entities and departments may transmit information with affiliate companies who conduct the personal information processing activities under our instructions and on our behalf:

由于液空是一家跨国公司，作为我们国际业务的一部分，我们的业务实体和部门可能向我们的关联公司传输您的个人信息，它们受我们的指示并以我们的名义开展个人信息处理活动：

Recipient	Contact information	Purposes and means of processing	Categories of personal information	Country/Region
Air Liquide Global E&C Solutions France	+33 1 49 83 55 55	Unified management of group suppliers	Name, location, phone numbers, address, email	France
Air Liquide Global E&C Solutions Germany GmbH	+49 69 5808 0	Unified management of group suppliers	Name, location, phone numbers, address, email	Germany
Air Liquide Global E&C Solutions Poland	+48 12 62 72 200	Unified management of group suppliers	Name, location, phone numbers, address, email	Poland
Air Liquide Global E&C	+81 78 265 0201	Unified management of group suppliers	Name, location, phone numbers, address, email	Japan

Solutions Japan				
Air Liquide Global E&C Solutions Singapore Pte. Ltd	+65 6276 0160	Unified management of group suppliers	Name, location, phone numbers, address, email	Singapore
Air Liquide Global E&C Solutions India	+91 11 42 59 50 50	Unified management of group suppliers	Name, location, phone numbers, address, email	India

境外接收方名称	联系方式	处理目的及方式	个人信息种类	境外接收方所在国家
Air Liquide Global E&C Solutions France	+33 1 49 83 55 55	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	法国
Air Liquide Global E&C Solutions Germany GmbH	+49 69 5808 0	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	德国
Air Liquide Global E&C Solutions Poland	+48 12 62 72 200	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	波兰
Air Liquide Global E&C Solutions Japan	+81 78 265 0201	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	日本
Air Liquide Global E&C Solutions Singapore Pte. Ltd	+65 6276 0160	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	新加坡
Air Liquide Global E&C Solutions India	+91 11 42 59 50 50	集团供应商统一管理	姓名、位置、电话号码、地址、电子邮件	印度

Where personal information is transferred to another jurisdiction outside mainland China, your personal information will be secured by appropriate safeguards as set forth under applicable law, including without limitation, where applicable by the use of the standard contract to be published by the supervisory authority for the transfer of Information between mainland China and other jurisdictions. To the extent required under applicable law, we will obtain separate consent from you before the transfer of your personal information.

如果个人信息被转移到中国大陆以外的另一个司法管辖区，您的个人信息将受到相关法律规定的保护，包括但不限于，在适用的情况下，使用由监管机构发布的中国大陆和其他司法管辖区信息传输标准合同。如存在法定要求，我们将在转移您的个人信息之前获得您的单独同意。

## 11. Updates to this Notice

### 本政策的更新

We reserve the right to update this Notice at any time to reflect changes in the law, our data collection or practices, the features of our services, or advances in technology. We will provide you with a new privacy notice when required by law. We may also notify you in other ways from time to time about the processing of your personal information.

我们保留在任何时候更新本隐私声明的权利，我们可能会根据服务的更新情况、科技的发展进步、数据处理的实践及法律法规的相关要求适时修改本政策的条款。我们将根据法律的相关规定，向您提供新的隐私政策。我们也可能不时地以其他方式告知您关于您的个人信息的处理情况。

## 12. Contact us

### 联系我们

If you have questions about this privacy notice or wish to contact us for any reason in relation to our personal information processing, please contact us at [cn-ec-privacy@airliquide.com](mailto:cn-ec-privacy@airliquide.com).

如果您对本声明有疑问，或因任何涉及到个人信息处理的问题希望与我们联系，请通过以下方式与我们联系：[cn-ec-privacy@airliquide.com](mailto:cn-ec-privacy@airliquide.com)。

## ● Consent Form

### 同意书

*\*You have a right to refuse to give your consent to the processing of your personal information, to the extent our processing relies on your consent.*

\*若我们对您个人信息的处理需要基于您的同意，您有权拒绝同意我们对您个人信息的处理。

**1. Do you agree with our collection, processing and use of your personal information for the above purposes in accordance with this**

**Privacy Notice?\* (Please tick the box if you agree)**

1. 您是否同意我们根据本隐私政策为上述目的收集、处理和使用您的个人信息？\*(如果您同意, 请在方框内打勾)。

- I agree.  
 我同意。

● **Separate Consent Form**

**单独同意书**

*\*You have a right to refuse to give your separate consent to the processing activity below, to the extent our processing relies on your separate consent.*

\*若我们对您个人信息的处理需要基于您的单独同意, 您有权授予我们对您个人信息的处理的单独同意。

**2. Sensitive personal information is necessary for the relevant purposes specified in this Privacy Notice and once the sensitive personal information is leaked or used illegally, it may cause personal and property safety to be endangered. Do you agree with our collection, processing and use of your sensitive personal information for the above purposes in accordance with this Privacy Notice?\* (Please tick the box if you agree)**

2. 敏感个人信息是为实现本隐私政策规定的相关目的所必需的, 一旦敏感个人信息被泄露或被非法使用, 可能会导致人身和财产安全受到威胁。您是否同意我们根据本隐私政策为上述目的收集、处理和使用您的敏感个人信息？\*(如果您同意, 请在方框内打勾)。

- I agree.  
 我同意。

**3. Do you agree with the transfer, including cross-border transfer, of personal information to third parties in accordance with Section “10. How do we transfer your personal information globally” of this Privacy Notice?\* (Please tick the box if you agree)**

3. 您是否同意按照本隐私政策 “10. 我们如何在全球范围内转移您的个人信息 ” 一节的规定, 将个人信息传输给第三方, 包括跨境传输？\*(如果您同意, 请在方框内打勾)。

- I agree.  
 我同意。

**4. Do you agree with the provision of your personal information to third parties who are personal information processors in accordance with Section “3. How we share your personal information” of this Privacy Notice?\* (Please tick the box if you agree)**

4. 您是否同意按照本隐私政策 “3. 我们如何共享您的个人信息 ” 一节的规定, 将您的个人信息提供给作为个人信息处理者的第三方？\*(如果您同意, 请在方框内打勾)。



- I agree.
- 我同意。