

候选人个人信息保护通知（中国）
CANDIDATE PERSONAL INFORMATION PROTECTION NOTICE (CHINA)

Applied Materials 及其子公司和关联方（以下简称“**Applied Materials**”或“公司”或“我们”）致力于保护在招聘过程中所获得的个人信息。

Applied Materials and its subsidiaries and affiliates (“**Applied Materials**” or “**Company**” or “**We**”) are committed to protecting the personal information that we collect through the recruitment process.

通过本《候选人个人信息保护通知（中国）》（“**通知**”），我们将与您分享有关 Applied Materials 收集、处理、使用、披露、传输和存储您的个人信息的信息。

Through this Candidate Personal Information Protection Notice (China) (“**Notice**”) we are sharing with you information regarding the collection, processing, use, disclosure, transfer, and storage of your personal information by Applied Materials.

一、通知的适用范围

Scope of the Notice

本通知适用于在中国申请 Applied Materials 工作的所有候选人。

This Notice applies to all candidates in China seeking employment at Applied Materials.

本通知应与 Applied Materials 的《全球内部隐私政策》一并适用，其可从 <https://www.appliedmaterials.com/privacy> 获取。

This Notice should be read in conjunction with Applied Materials’ Global Privacy Policy, available at <https://www.appliedmaterials.com/privacy>.

Applied Materials 对任何候选人的个人信息的收集和使用严格限于管理招聘、遵守适用的法律义务，和本通知中规定的并为适用的中国法律法规（“**适用中国法律**”）允许的其他目的所必需的范畴，如下所述。

Applied Materials limits its collection and use of any candidate’s personal information to that which is strictly necessary to manage recruitment, to comply with applicable legal obligations, and other purposes specified in this Notice and permitted by applicable Chinese laws and regulations (“**Applicable Chinese Law**”), as described below.

二、对候选人个人信息的收集和使用

Collection and Use of Personal Information Collected from Candidates

Applied Materials 可能会收集候选人的如下个人信息：

Applied Materials may collect the following personal information from the candidates:

- **履历和联系信息：**姓名、别名、家庭地址、电话号码、电子邮件地址、紧急联系人（姓名、关系和联系信息）、性别、出生日期和地点、年龄、受益人和受抚养人信息；

Biographical and Contact information: name, alias, home address, phone numbers, email addresses, emergency contacts (name, relationship, and contact information), gender, date and place of birth, age, beneficiary and dependent information;

- **招聘管理信息：**

Recruitment administration information:

- 简历/简历、求职信、专业和工作经历（公司、地点、受雇日期、职位、职责描述）、教育背景（例如您的教育水平、您就读的学校、入学时间、学位、证书或其他教育资格，以及您的成绩单或培训记录）、专业资格（如执照和证书）和其他相关技能（如语言）；
resume/CV, cover letter, professional and work experience (company, location, dates of employment, title, description of responsibilities), educational background (such as your level(s) of education, the schools you attended and when you were in attendance, degrees, certifications or other educational qualifications you earned, and your transcripts or training records), professional qualifications (such as licenses and certifications), and other relevant skills (such as languages);
- 作为招聘过程的一部分进行的评估、评价或其他审查的结果；
results from assessments, evaluations, or other reviews conducted as part of the recruitment process;
- 国籍与公民身份；
nationality and citizenship status;
- 婚姻与家庭状况；
marital or familial status;
- 残疾状况；
disability status;
- 有关行为和/或其他纪律事项的信息；
information on conduct and/or other disciplinary matters;
- 背景调查结果；
background check outcomes;
- 工作限制或住宿；
work restrictions or accommodations;
- 刑事犯罪与信用记录；
criminal conviction and credit history;
- 参考资料；
references;
- 现有薪资及期待薪资；
current compensation and expectations
- 照片；
photos;
- 视频；
videos;
- 根据公司政策和法律通过在线或现场面试提供的任何个人数据；
any personal data provided through online or in-person interviews in compliance with Company policy and law;
- 其他媒体记录，包括您提供的记录；和
other media recordings, including those provided by you; and
- 出于安全目的，通过闭路电视（或“CCTV”）拍摄的监控视频；
video surveillance through Closed Circuit Television or “CCTV”) for security purposes;

- **费用和旅行信息：**例如作为面试过程的一部分进行的旅行的详细信息，以及您在面试过程中产生的费用；
Expenses and Travel Information: such as details of travel that you undertake as part of the interview process, and expenses you incur in connection with your interview process;
- **国内身份号码：**居民身份证、护照、驾驶执照详细信息、签证信息和用于识别的照片；
National ID numbers: Resident identification card, passports, driving license details, visa information, and photographs for identification;
- **其他与面试相关的信息：**例如您选择与我们分享的任何个人信息，或者我们从第三方收到的与您的候选人资格、您参与的申诉或索赔或您与我们达成的任何协议有关的任何个人信息。如果我们从第三方收集个人信息，我们将采取合理措施确认此类个人信息是合法收集的。
Other Interview-Related Information: such as any personal information you choose to share with us or we receive from a third party in connection with your candidacy, a grievance or claim you are involved in, or any agreement you enter into with us. If we collect personal information from third parties, we will take reasonable steps to confirm that such personal information was collected lawfully.

Applied Materials 将上述候选人的个人信息用于以下目的：

Applied Materials uses the above-listed personal information of candidates for the following purposes:

- 评估候选人是否适合他/她申请的职位并做出聘用决定；
Assess candidate suitability for the position for which he/she applies and make hiring decisions;
- 与候选人（包括电话、电子邮件和邮寄）以及指定的紧急联系人联络并向其发送材料，包括就办公室关闭或其他紧急情况通知候选人；
Communicate with and send materials to candidates (including telephone, email, and postal mail) as well as with designated emergency contacts, including to notify candidates of office closures or emergent situations;
- 调查、记录和报告安全事件和现场受伤、疾病或申诉；
Investigate, document, and report security incidents and onsite injuries, illness, or grievances;
- 针对就业机会与候选人沟通，并告知候选人当前和未来的职业和培训机会；
Communicate offers of employment to the candidate and inform the candidate of current and future career and training opportunities;
- 管理与面试相关的差旅和候选成本；
Manage interview-related travel and candidate expenses;
- 管理和改进 Applied Materials 的招聘和聘用流程，管理入职活动并维护就业记录；

Manage and improve Applied Materials' recruiting and hiring processes, administer onboarding activities and maintain employment records;

- 在适用中国法律要求或允许的范围内核实候选人的身份并进行背景调查或获得参考资料（若候选人提供了可以作为参考资料的个人信息，则 Applied Materials 可以直接使用他们）；和
Authenticate candidate identity and conduct or obtain reference and background checks to the extent required or permitted by Applicable Chinese Law (if the candidate provides Personal Information of personal references, Applied Materials may also reach out to them directly); and
- 其他适用中国法律所要求或允许的目的。
Other purposes as required or permitted by Applicable Chinese Law.

在适用中国法律允许的限度内，Applied Materials 也可能出于下列目的处理下述敏感个人信息：

To the extent permitted by Applicable Chinese Law, Applied Materials may also process the below mentioned sensitive personal information for the purposes listed below:

个人信息类型 Types of Personal Information	目的及必要性 Purposes and Necessity
健康信息 Health condition data	评估候选人是否适合其所申请的职位，决定候选人能否访问受限地点，以及其他适用中国法律所允许的必要性目的 To assess candidate suitability for the position, determine whether the candidate may access certain restricted locations, and for other necessary purposes permitted under Applicable Chinese Law

本公司仅根据上述目的处理个人敏感信息，并严格遵守适用中国法律的要求。

The Company only processes sensitive personal information in accordance with the purposes described above and strictly follows the requirements of Applicable Chinese Law.

三、对候选人个人信息的保存

Retention of Candidate Personal Information

如果您的申请成功，在招聘过程中处理的个人信息将被添加到您的员工记录中，并根据 Applied Materials 的员工隐私通知以及其他内部政策进行处理。在您接受工作机会后以及在您加入我们之后的任何时候，您都可以在我们的内部网站上访问上述该政策的副本。

If your application is successful, personal information processed during the recruitment process will be added to your employee record and processed in accordance with Applied Materials' applicable employee privacy notice and policy. You will be provided with access to a copy of that policy after accepting your offer of employment and at any time on our intranet after you start with us.

除非适用中国法律另有规定，否则 Applied Materials 会保留从候选人那里收集的个人信息，直至达到收集信息的目的所必需的时间。

Applied Materials retains personal information collected from candidates for as long as it is necessary to accomplish the purposes for which it was collected, unless otherwise required by Applicable Chinese Law.

我们使用技术、行政和物理措施来保护每位候选人的个人信息。如果发生安全事件，我们将立即采取补救措施，并在适用中国法律要求时通知相关政府机构和受影响的候选人。

We use technical, administrative, and physical measures to protect every candidate's personal information. In case a security incident occurs, we will take remediation actions immediately and notify relevant government agencies and affected candidates when required by Applicable Chinese Law.

四、候选人个人信息的共享

Sharing of Candidate Personal Information

公司可能会在以下情况下共享候选人的个人信息，以用于招聘和运营目的：

The Company may share personal information of candidates under the following scenarios for recruitment and operations purposes:

- 您的个人信息可能会披露给我们的人力资源、财务和行政部门以及其他相关人员，例如招聘和就职过程中的面试官、有空缺的业务领域的经理及其同事以及 IT 和法律部门人员，用于本通知中所述的招聘、行政管理等目的；
Disclosure to our human resources, finance and administration functions and other relevant personnel, such as interviewers involved in the recruitment process, managers and coworkers in the business area with a vacancy for recruitment and onboarding purposes, and IT and legal department personnel, for recruitment, administrative and management purposes as described in this Notice.
- 根据适用中国法律的规定，在需要知情的基础上，与招聘和管理服务提供商、背景调查服务提供商、法律顾问、安全事件应急服务商以及托管、云服务和其他技术服务提供商共享候选人的个人信息；
Sharing with recruitment and administration service providers, background check providers, legal advisors, service providers for security incident response, and hosting, cloud, and other technology services providers on a need-to-know basis in accordance with Applicable Chinese Law.
- 根据适用中国法律的规定，与政府机构或其他第三方共享候选人的个人信息以遵守我们的法定义务。
Sharing with government agencies to comply with our legal obligations in accordance with the Applicable Chinese Law.

如果 Applied Materials 因合并、分立、解散、宣布破产或其他原因需要转让候选人的个人信息，Applied Materials 将通知候选人接收方的名称和联系方式，并要求接收方继续履行作为个人信息处理实体的义务并遵守本通知。否则，接收方需要重新获得候选人的同意。

If it is necessary for Applied Materials to transfer personal information of candidates in case of a merger, division, dissolution, declaration of bankruptcy, or other reasons, Applied Materials will notify candidates of the name and contact information of the receiving party, and require the receiving party to continue fulfilling obligations as a personal information processing entity and to comply with this Notice. Otherwise, the receiving party needs to re-obtain consent from candidates.

五、个人信息的跨境传输

International Transfer of Personal Information

Applied Materials 是一家全球性公司，在多个国家/地区设有法人实体。有关 Applied Materials 的法人实体的详细列表，请参阅[此处](#)。为开展业务运营、进行人力资源管理、履行法律义务和出于其他合法目的，Applied Materials 可能会将从中国候选人那里收集的个人信息传输到中国境外的全球实体。

Applied Materials is a global company which has legal entities in several countries. Please see [here](#) for a detailed list of Applied Materials legal entities. To perform business operations, carry out human resources management, fulfill legal obligations and for other lawful purposes, Applied Materials may transfer personal information collected from candidates in China to our global entities outside of China.

出于招聘管理的目的，公司可能需要将候选人个人信息传输给中国境外其他方；当前和潜在的商业伙伴；经销商和供应商；如需要，以及行业、标准化和专利机构。

For recruiting management purposes, the Company may also need to transfer candidate personal information to other parties outside of China; current and potential business partners; vendors and suppliers; and industry, standardization and patenting bodies, as required.

如果候选人的个人信息被转移到中国境外，公司将根据适用中国法律转移此类信息，并根据适用中国法律采取措施提供足够等级的数据保护。

If candidate personal information is transferred outside of China, such transfer will comply with Applicable Chinese Law and measures will be implemented to provide an adequate level of data protection in accordance with Applicable Chinese Law.

六、候选人的权利

Rights of Candidates

根据适用的中国法律，候选人对其个人信息享有以下权利：

Candidates have the following rights with respect to their personal information under Applicable Chinese Law:

- **访问和获取个人信息副本的权利：**除非适用中国法律另有规定，您有权要求我们向您提供访问权限或您个人信息的副本；
Right to access and obtain a copy of your personal information: You have the right to request that we provide you with access to or a copy of your personal information unless otherwise specified by Applicable Chinese Law;
- **可携权：**您有权要求我们根据适用中国法律规定的要求将您的个人信息传输至您指定的实体；

Right to portability: You have the right to request that we transfer your personal information to entities appointed by you in accordance with the requirements as set out under Applicable Chinese Law;

- **更正权:** 如果您的个人信息不准确或不完整, 您可以要求我们更新和更正您的个人信息;

Right to rectification: If your personal information is inaccurate or incomplete, you may request that we update and rectify your personal information;

- **删除权:** 如果满足以下条件之一, 您可以要求我们删除您的个人信息:

Right to erasure: You may ask us to delete your personal information if one of the following conditions is satisfied:

- 处理目的已经实现、无法实现或者为实现处理目的不再必要;
The purpose of the processing has been achieved, is impossible to achieve, or it is no longer necessary to achieve the purpose of processing;
- 保存期间已届满;
The retention period ends;
- 如果我们需要您的同意来处理您的个人信息, 您已撤回您的同意; 或
You have withdrawn your consent, if we rely on your consent to process your personal information; and
- 我们在处理您的个人信息时违反法律、行政法规。
We violate laws or administrative regulations when processing your personal information.

- **要求解释的权利:** 您可以要求我们解释 Applied Materials 如何处理您的个人信息。
Right to request explanation: You may request that we explain how Applied Materials processes your personal information.

- **拒绝和限制处理的权利:** 您可以要求我们停止或限制我们处理您的个人信息, 例如当您认为数据不准确或您拒绝我们处理它们, 除非我们对您个人信息的处理为您就业所必须或是适用法律的法定要求。

Right to object to and restrict processing: You may ask us to stop or restrict our processing of your personal information, such as where you contest the accuracy of the data or object to us processing it - unless our processing of your personal information is necessary for your employment or is mandatorily required under Applicable Laws.

- **撤销同意权:** 如果我们依赖您的同意来处理您的个人信息, 您有权随时撤销对未来处理的同意。

Right to withdraw consent: If we rely on your consent to process your personal information, you have the right to withdraw consent to future processing at any time.

七、联系我们

Contact us

如果您对 Applied Materials 如何收集和处理您的个人信息有疑问, 或者您希望就您的个人信息行使您的权利, 请通过 dataprotection@amat.com 与我们联系。

Please contact us at dataprotection@amat.com if you have a question about how Applied Materials collects and processes your personal information or you wish to exercise your rights with respect to your personal information.