

# DATA PROTECTION NOTICE 数据保护声明

## JOB APPLICANT 职位申请人

The purpose of this Data Protection Notice ("**Notice**") is to inform individuals who apply for a position or an internship at:

本数据保护通知（“**通知**”）的目的是告知向本所以以下办公室应聘正式职位或实习的个人：

- Morgan, Lewis & Bockius LLP with representative offices at:  
摩根路易斯律师事务所，代表处位于：
  - Units 2802-2810 Tower A, Three ITC, 183 Hongqiao Road, Shanghai;  
上海市徐汇区虹桥路 183 号徐家汇中心三期 A 座 2802-2810 单元
  - Beijing Kerry Centre South Tower Suite 823, 8<sup>th</sup> Floor No. 1 Guang Hua Road, Chaoyang District, Beijing;  
北京市朝阳区光华路 1 号嘉里中心南楼 823
  - Suite 10F-F05, Tower B, Aerospace Science and Technology Square, 1688 Haide San Road, Nanshan District, Shenzhen;  
深圳南山区海德三道 1688 号 航天科技广场 B 座 10F-F05

(collectively, the "**Firm**" or "**we**" or "**us**"), on the collection, use, disclosure, transfer, and other processing of their individually identifiable information ("**Personal Data**"). Under applicable data privacy laws, including but not limited to, the Chinese Personal Information Protection Law, the Chinese Cybersecurity Law, and the Chinese Data Security Law ("**Data Privacy Laws**"), the Firm is the data controller of the Personal Data covered by this Notice.

（统称为“**本所**”或“**我们**”），有关收集、使用、披露、传输以及其他处理个人可识别信息（“**个人信息**”）的

事项。根据适用的数据隐私法，包括但不限于中华人民共和国《个人信息保护法》、《网络安全法》以及《数据安全法》（“**数据隐私法**”），本所是本通知所涵盖个人信息的数据控制者。

### 1. **Personal Data** 个人信息

Throughout the course of your application process with the Firm, we process certain Personal Data about you. The Personal Data may include the following categories:

在您向本所申请的整个过程中，我们会处理您的某些个人信息。个人信息可能包括以下种类：

**B. Contact Information:** such as legal name, including title; name at birth and preferred name; personal and/or work phone number; personal and/or work email address; mobile phone number; job title; and any other contact details provided to us.

**联系方式信息：**如法定名称，包括头衔；出生时的姓名和您倾向使用的名称；个人和/或工作电话号码；个人和/或工作电子邮件地址；手机号码；职位名称；以及提供给我们的任何其他联系方式信息。

**C. Education:** such as CV/résumé information; and education and degrees, including grades and exam certificates.

**教育信息：**如简历/履历信息；教育和学位，包括成绩和考试证书。

**D. Other Human Resource ("HR") Data:** such as nationality; residency and visa status; birth city and country; gender; marital status; your image; primary languages; language skills; and visa type and information (work

permit/business/etc).

**其他人力资源（“HR”）信息：**如国籍；居住和签证状态；出生城市和国家；性别；婚姻状况；您的照片；第一语言；语言技能；以及签证类型和信息（工作许可/商务等）。

**E. Work History Information:** such as current employer; prior work history; references; function and work location; memberships and affiliations; work experience; compensation history; and any information about you found from searches of publicly available information, including social media.

**工作经历信息：**如当前雇主；过往的工作经历；推荐人；职能和工作地点；成员资格和社会隶属关系；工作经验；报酬信息；以及通过检索公开可获得的有关您的任何信息（包括社交媒体信息）。

## 2. Sources of Personal Data

### 个人信息来源

We may obtain Personal Data about you from the following sources:

我们可能从以下来源获取您的个人信息：

- Directly from you, such as through our website or HR, or via other forms or information you provide to us during the course of the application process;  
直接来自您，例如通过我们的网站或人力资源部，或通过您在申请过程中提供给我们其他表格或信息；
- From third parties, including recruiters and employment agencies; references from third parties and other background screening checks, subject to the requirements of applicable law; and from former employers.  
来自第三方，包括招聘人员和职业中介；根据适用法律的要求来自第三方的推荐信和其他背景调查；以及来自前雇主的信息。

## 3. Purposes for Processing Personal Data

### 处理个人信息的目的

The Firm processes your Personal Data to comply with applicable laws and regulations, to meet its business needs and legal obligations, and to process your job application, such as:

本所处理您的个人信息以遵守适用的法律，满足我们的业务需求和法定义务，并用来处理您的求职申请，例如：

- Managing the job **application** process and potential employment relationship; for this purpose, we will collect A, B, C, and D as described in Section 1 above.  
管理工作**申请**流程和潜在雇佣关系；为此，我们将收集上文第 1 节中的 A、B、C 和 D 项所列信息。
- Conducting surveys, monitoring, and reporting of equality statistics and similar information on an anonymous basis; for this purpose, we will collect B and C as described in Section 1 above.  
对平等统计信息和类似信息进行匿名调查、监测和报告；为此，我们将收集上文第 1 节中的 B 和 C 项所列信息。
- Tracking and budgeting of travel and expenses; for this purpose, we will collect A and C as described in Section 1 above.  
跟踪和为差旅和费用做预算；为此，我们将收集上文第 1 节中的 A 和 C 项所列信息。
- Performing talent management functions; for this purpose, we will collect A, B, C, and D as described in Section 1 above.  
履行人才管理职能；为此，我们将收集上文第 1 节中的 A、B、C 和 D 项所列信息。
- Coordinating and tracking event registration, attendance, and activities; for this purpose, we will collect A, B, and C as described in Section 1 above.  
协调和跟踪事件的登记、出席和活动；为此，我们将收集上文第 1 节中的 A、B 和 C 项所列信息。
- Implementing public health measures, including collection of health information and testing and tracing measures; for this purpose, we will collect A and C as described in Section 1 above.  
实施公共卫生措施，包括收集健康信息以及检测和追踪措施；为此，我们将收集上文第 1 节中的 A 和 C 项所列信息。
- Exercising the Firm’s rights under local laws and compliance with applicable legal and regulatory requests and obligations (including investigations in relation to the same) and audit

requirements; for this purpose, we will collect A and C as described in Section 1 above.

根据适用的当地法律行使本所的权利，并遵守适用的法律和监管要求和义务（包括与之相关的调查）和审计要求；为此，我们将收集上文第 1 节中的 A 和 C 项所列信息。

- Establishing or defending of legal claims and allegations; for this purpose, we will collect A and C as described in Section 1 above.  
提出或对法律索赔和指控进行抗辩；为此，我们将收集上文第 1 节中的 A 和 C 项所列信息。
- Maintaining or updating existing services and software; for this purpose, we will collect A and C as described in Section 1 above.  
维护或更新现有服务和软件；为此，我们将收集上文第 1 节中的 A 和 C 项所列信息。
- Reviewing, organizing and indexing data, and deploying enterprise tools; for this purpose, we will collect A, B, and C as described in Section 1 above.  
审查、整理和索引数据，以及部署企业工具；为此，我们将收集上文第 1 节中的 A、B 和 C 项所列信息。

We will not use your Personal Data for marketing purposes unless you expressly consent to us doing so.

除非您明确同意，否则我们不会将您的个人信息用于营销目的。

We will not use your Personal Data for automated decision-making, including profiling.

我们不会将您的个人信息用于自动决策，包括进行用户画像。

#### 4. Dependents and Contact Information 家属和联系人信息

If you provide us with Personal Data about members of your family and/or dependents or beneficiaries (e.g. for emergency contact, surveys, or any other listed purpose), you are responsible for informing them of their rights with respect to such information and obtaining their explicit consent (unless you can provide consent on their behalf) to the processing, including transferring of their Personal Data for the purposes set out in this Notice.

如果您向我们提供有关您的家庭成员和/或受抚养人或受益人的个人信息（例如，用于紧急联系、调查或

任何其他列出的目的），您有责任告知他们其对此类信息的权利，并获得他们的对处理的明确同意（除非您可以代表他们表示同意），该等处理包括出于本通知中规定的目的传输他们的个人信息。

#### 5. Disclosure of Personal Data 个人信息的披露

Your Personal Data will be disclosed within the Firm to management and otherwise to those individuals who need access to your Personal Data to perform their duties for the purposes listed in Section 3 above or where required or permitted by applicable law or as set out in this Notice.

您的个人信息将被披露于本所内部管理层，以及向为履行上述第 3 节所列目的，或在适用法律要求或允许的情况下，或根据本通知中规定的职责披露于需要访问您的个人信息的个人。

The Firm may also disclose your Personal Data to other Morgan Lewis affiliated entities and offices (the “**Morgan Lewis Partnership**”) for pursuing the purposes listed in Section 3 above or where required by applicable law. A complete list of Firm offices is available at

<https://www.morganlewis.com/our-firm/locations>.

Within the Morgan Lewis Partnership, your Personal Data will be disclosed only to a limited number of relevant individuals such as partners, managers, advisors, or specialists within the Information Technology, HR, Legal, Finance, Operations, Compliance, and Accounting departments, to the extent they need access to your Personal Data for these purposes.

为实现上文第 3 节中列出的目的或在适用法律要求的情况下，本所也可能会向其他摩根路易斯附属实体和办事处（“**摩根路易斯合伙企业**”）披露您的个人信息。本所办事处的完整列表可在

<https://www.morganlewis.com/our-firm/locations> 获得。

在摩根路易斯合伙企业中，您的个人信息将仅向有限数量的相关个人披露，例如合作人、经理、顾问或在信息技术、人力资源、法律、财务、运营、合规和会计部门的专家，且以需要访问您的个人信息以实现上述目的为前提。

The Firm may also disclose your Personal Data to third parties providing information technology support, or technical and organisational services in connection with HR-related activities; or legal, audit, or other advisors and other service providers. The Firm will exercise appropriate due diligence in its selection of these providers. Among other things,

the Firm will execute data processing agreements with third-party service providers and require that such providers maintain adequate technical and organisational security measures to safeguard your Personal Data, and to process your Personal Data only as instructed by the Firm and for no other purposes and comply with the privacy and security standards described in this Notice.

本所还可能向提供与人力资源活动相关的信息技术支持或技术和组织服务的第三方；或法律、审计或其他顾问和其他服务提供商披露您的个人信息。本所将在选择这些供应商时进行适当的尽职调查。除其他事项外，本所将与第三方服务提供商签订数据处理协议，并要求此类提供商保持足够的技术和组织上的安全措施以保护您的个人信息，并仅按照本所的指示处理您的个人信息且不得用于其他目的，并遵守本通知中描述的隐私和安全标准。

## 6. International Transfer of Personal Data

### 个人信息的跨境传输

Due to the global nature of the Firm, some entities listed in Section 5 above may be located in countries, including the United States, that may not provide a level of data protection equivalent to that set forth by the applicable laws in your home country. The Firm has taken appropriate steps to ensure that such entities process Personal Data in accordance with applicable law. **You understand and agree that, for the purposes stated in Section 3 above, we may transfer your Personal Data to other Morgan Lewis offices, affiliated entities and third parties outside of China.** Please refer to Sections 1 and 5 above for the types of Personal Data we may export, the purposes for processing and categories of recipients, and Section 10 for the ways to exercise your rights. 由于本所的全球性，上文第 5 节中列出的某些实体可能位于包括美国在内的国家/地区，这些国家可能无法提供与您所在国家/地区适用法律规定相当的数据保护水平。本所已采取适当措施确保此类实体根据适用法律处理个人信息。**您理解并同意，出于上述第 3 条所述的目的，我们可能会将您的个人信息转移到中国以外的其他摩根路易斯办事处、关联实体和第三方。** 请参阅上文第 1 节和第 5 节以了解我们可能跨境的个人信息类型、处理目的和接收者类别，以及请参阅第 10 节以了解您行使权利的方式。

To the extent that the Firm transfers your Personal Data to entities which are located outside China, the Firm will provide an adequate level of protection to

your Personal Data. For this purpose, the Firm will do so in a manner approved by the Cyberspace Administration of China. The retention period of Personal Data will be the shortest time needed to achieve the purposes of the cross-border data transfer, unless applicable law provides otherwise. 如果本所将您的个人信息传输至中国境外的实体，本所将为您的个人信息提供充分的保护。为此，本所将按照中国网信办许可的方式进行。除非适用法律另有规定，个人信息的保留期限将为实现跨境数据传输目的所需的 shortest 期限。

## 7. Legal Basis for Processing Personal Data

### 处理个人信息的法律依据

The Firm's employment relationship, contractual (and pre-contractual), and legal obligations, as well as the consent you granted in this Notice, form the legal basis of the processing described in this Notice. 与本所之间的雇佣关系、合同（和先合同）关系和法定义务，以及您在本通知中授予的同意，构成本通知描述的处理个人信息的法律依据。

## 8. Data Security

### 数据安全

We maintain physical, technical, and organisational security measures to protect Personal Data against foreseeable risks, including accidental, unlawful, or unauthorised use, access, disclosure, destruction, loss, or modification, whether it is processed in your local jurisdiction, in the United States, or elsewhere. 我们提供物理、技术和组织上的安全措施，以保护个人信息免受可预见的风险，包括意外、非法或未经授权的使用、访问、披露、破坏、丢失或篡改，无论个人信息是否在您所在的司法管辖区，在美国，或在其他地方处理。

## 9. Retention, Access, and Accuracy of Personal Data

### 个人信息的保留、访问和准确性

We intend to keep your Personal Data accurate and up to date. We also strive to retain your Personal Data no longer than is necessary to carry out the purposes listed in this Notice or as required by law. The Firm retains your Personal Data for up to 6 to 12 months following the end of your job application process or, or for up to 24 months if you become employed or engaged by the Firm, from the end of your employment or other business relationship in accordance with applicable law. However, the Firm



will retain legal documents in connection with the termination of your job application process for as long as such termination may be in dispute or can be legally challenged by you. If changes need to be made to your Personal Data, notify the Morgan Lewis Privacy Office (as identified below) in writing right away.

我们希望维持您的个人信息是准确的和最新的。我们亦力争保留您的个人信息的期限不超过履行本通知列出的目的或法律要求的必要期限。在您的求职申请流程结束后，本所将保留您的个人信息最长不超过 6 至 12 个月，或者，如果您被本所雇用或聘用，则本所将保留您的个人信息至您的雇佣关系或其他业务关系结束后最长不超过 24 个月。但是，本所将保留与终止您的求职申请流程相关的法律文件，只要此类终止可能存在争议或可能被您在法律上提出质疑。如果您需要对您的个人信息进行更改，请立即以书面形式通知摩根路易斯隐私办公室（定义如下）。

## 10. Your Privacy Rights

### 您的隐私权利

Under applicable law, you have rights to:  
根据适用法律，您有权：

- (a) inquire whether we process Personal Data about you and to access such data;  
询问我们是否处理或访问您的个人信息；
- (b) request correction of your Personal Data that is inaccurate;  
要求更正不准确的个人信息；
- (c) obtain information related to the Firm's policies and practices in relation to your Personal Data;  
获取有关您的个人信息的本所政策和实践；
- (d) to transfer your Personal Data to a third party (data portability);  
将您的个人信息传输给第三方（数据可携带性）；
- (e) request the erasure of your Personal Data; and  
要求删除您的个人信息； 及
- (f) request the restriction of processing of Personal Data concerning you.  
要求限制处理与您有关的个人信息。

You have the right to raise concerns to the Firm or to a supervisory authority about the Firm's processing of your Personal Data. 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 Data Privacy Laws. To exercise any of these rights or if you wish to raise concerns with the Firm, you may contact the Morgan Lewis Privacy Office at

[MLPrivacyOffice@morganlewis.com](mailto:MLPrivacyOffice@morganlewis.com). The applicable supervisory authority of the Firm is the Cyberspace Administration of China and its local counterparts.

您有权就本所处理您的个人信息向本所或监管机构提出疑虑。在某些情况下，根据数据隐私法规定，您有权基于正当理由反对本所处理您的个人信息。要行使这些权利中的任何一项，或者如果您希望向本所提出疑虑，您可以通过

[MLPrivacyOffice@morganlewis.com](mailto:MLPrivacyOffice@morganlewis.com) 联系摩根路易斯隐私办公室。在数据保护方面适用的监管机构为中国国家互联网信息办公室。

## Contact Details and Responsible Parties

### 联系方式和负责主体

#### China Data Protection Officer

##### 中国数据保护官

Email (邮箱): [MLChinaDPO@morganlewis.com](mailto:MLChinaDPO@morganlewis.com)

Telephone (电话): +86.21.8022.8588

Address: Morgan, Lewis & Bockius  
Units 2802-2810 Tower A, Three ITC,  
183 Hongqiao Road, Shanghai  
200030, China

地址: 上海市徐汇区虹桥路 183 号徐家汇中心三期 A 座 2802-2810 单元  
200030 中国

#### Morgan Lewis Privacy Office

##### 摩根路易斯隐私办公室

Email (邮箱): [MLPrivacyOffice@morganlewis.com](mailto:MLPrivacyOffice@morganlewis.com)

Telephone: (电话) 1.215.963.5000

Address: Morgan, Lewis & Bockius LLP  
2222 Market Street  
Philadelphia, Pennsylvania 19103

地址: 摩根路易斯律师事务所  
市场大街 2222 号  
美国 宾夕法尼亚州费城, 19103

## 11. Questions

### 问题

If you have any questions about this Notice or wish to (a) access or review your Personal Data or learn more about who has access to your Personal Data, or (b) make another type of request related to your Personal Data, please contact the Morgan Lewis Privacy Office at [MLPrivacyOffice@morganlewis.com](mailto:MLPrivacyOffice@morganlewis.com).

如果您对本通知有任何疑问或希望 (a) 访问或审阅您的个人信息或了解更多关于您的个人信息访问主体的事项, 或 (b) 提出与您的个人信息相关的其他类型的请求, 请通过

[MLPrivacyOffice@morganlewis.com](mailto:MLPrivacyOffice@morganlewis.com) 联系摩根路易斯隐私办公室。

## 12. Changes to the Notice

### 本通知的变更

Should we change our Personal Data practices or this Notice, we will issue a revised Notice and/or take other steps to notify you of the changes in accordance with applicable laws.

如果我们更改了我们对于个人信息的处理实践或本通知, 我们将根据适用法律发布修订后的通知和/或采取其他措施将变更通知给您。