

华尔特中国 Robert Walters China

您的信息 YOUR DETAILS

名 First Name	
姓 Last Name	
移动电话 Mobile Phone	
邮件地址 Email	

因我司公司架构以及服务器设置，我司境外关联公司能够访问您的个人信息。我司保证我司境外关联公司会严格遵守相关法律，且您的个人信息只会用于本申请函以及我司隐私政策中所描述之目的。请点击右侧的勾选框，以提供对以上内容的单独同意。请注意，如果您拒绝同意，我司可能无法为您提供相关服务。

同意 Yes

*有关更多信息，请参阅我司的[隐私政策](#)以及第二页的摘要。

Due to our international corporate structure and server configuration, our overseas' affiliates have the capability to access your personal information. We assure you that our overseas affiliates will comply with relevant data protection laws, and your information will be used solely for purposes stated in this Letter of Candidature and our Privacy Policy. Please click the tick box on the right providing a separate consent to the above. Please note if you decline consent, we may be unable to provide you with the relevant services.

*Please refer to our [privacy policy](#) and its summary on page two for further information.

我司在为您推荐职位的过程中，可能会依据客户要求收集并处理您的个人敏感信息(如中国身份证或护照号码)，请点击右侧的勾选框，以提供对以上内容的单独同意。请注意，如果您拒绝同意，我司可能无法为您提供相关服务。

同意 Yes

We may collect sensitive personal information from you such as your ID or Passport No., as requested by our client during the recruitment process. Please click the tick box on the right providing a separate consent to the above. Please note if you decline consent, we may be unable to provide you with the relevant services.

如您第一次接受面试，请告知您获知我司的方式

Where did you hear about Robert Walters if this is your first time interviewing with us?

- 华尔特网站 Robert Walters Website
 朋友推荐 Friends
 社交平台 Social Media
 员工推荐 Robert Walters Staff
 活动推介Event / Seminar
 其他 Others _____
 宣传材料 Robert Walters Mailers
 广告网站 Advertisement Website

推荐人 YOUR REFERENCES

姓名 NAME	就职于 COMPANY	职位 TITLE	联系方式 CONTACT NO

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本求职申请书（“**申请书**”）是对华尔特中国的隐私政策的摘要。欲了解更多信息，请参阅我司的隐私政策，网址 (<https://www.robertwalters.cn/about-us/privacy-policy.html>)。

This Letter of Candidature (“**LOC**”) is a general summary of Robert Walters China Privacy Policy. For more information, please refer to our Privacy Policy at (<https://www.robertwalters.cn/about-us/privacy-policy.html>).

- 1. 个人信息处理主体：**华尔特人才咨询（上海）有限公司、其分支机构、其国内以及海外的关联公司（合称“**华尔特**”）。

Identity of the parties involved in personal information processing: Robert Walters Talend China Limited, its branches offices, its local and overseas affiliates (collectively, “**Robert Walters**”).

- 2. 个人信息处理目的：**华尔特可能会收集、储存、使用、传输、提供以及处理您通过本申请书，或在今后与华尔特之间的任何交往中提供的个人信息，用于以下目的（统称为“**目的**”）：

Purpose of personal information processing: Robert Walters may collect, store, use, transfer, provide and process the personal information you have provided either through this LOC or during any subsequent engagement with Robert Walters, for the following purposes (Collectively, the “**Purpose**”):

- (1) 代表您寻求华尔特内部或我司客户的就业机会（以下简称“**招聘目的**”）**

Representing you for employment opportunities within Robert Walters or with our clients (the “**Recruitment Purposes**”).

- (2) 改进和增强操作流程，更好地实现招聘目的。**

Improving and enhancing the processes for operations to better achieve the Recruitment Purpose.

- (3) 通过电话、短信、传真、邮政邮件、电子邮件或其他的任何其他通信方法向您发送与处理您的个人信息的目的直接或间接相关的包括但不限于新闻、服务、营销、调查和就业机会信息。您可以随时取消订阅通知。**

sending you including but not limited to news, service, marketing, surveys and employment opportunities information via phone calls, SMS, fax, postal mail and emails or any other methods of communication which is directly or indirectly in connection with the Purpose of the processing your personal information. You may unsubscribe from the notification at any time.

- 3. 个人信息种类：**华尔特可收集、储存、使用、传输、提供以及处理关于各种类别的您的个人信息以实现上述目的，包括申请书中的个人信息以及其他您所提供的个人信息、数据或已公开信息。

Classification of the personal information: Robert Walters may collect, store, use, transfer, provide and process various types of personal information as necessary to achieve the Purpose, including the personal information in this LOC, other personal information that you have provided to Robert Walters, or personal information already in the public domain.

- 4. 个人信息的接收方和处理方式：**华尔特会采取适当的安全措施，按照相关法律规定，在该司法辖区内开展业务期间的一段时间内使用或储存您的个人信息。您的个人信息主要在中国境内使用，但根据隐私政策的规定，当必要时，可能会被传输到华尔特运营的国家、代表华尔特处理个人信息的第三方、华尔特的关联公司或华尔特的客户所在的国家。

Recipients and method of the use of personal information: Robert Walters may use or store your personal information with appropriate security measures for such period of time as Robert Walters is conducting its business in this jurisdiction in accordance with relevant laws. Your personal information may primarily be used within China but may be transmitted to countries where Robert Walters operates, a third-party processing personal information on behalf of Robert Walters, Robert Walters affiliates or Robert Walters clients when deemed necessary in accordance with the Privacy Policy.

如您的个人信息在经您同意后传输或提供给华尔特的客户，您的个人信息将受客户的隐私政策约束（而非华尔特隐私政策及本申请书）。客户为独立的个人信息处理者。华尔特在此明确声明不对客户的信息处理行为负责。华尔特会通过邮件方式与您确认客户的具体名称及联系方式。

Should your personal information be transferred or provided to Robert Walters' client with your consent, your personal information will be subject to the client's privacy policy (as opposed to Robert Walters' privacy policy and this LOC). The client is an independent personal information processor, and Robert Walters will not be responsible for any information processing activities carried out by the client. The name and contact number of the client will be confirmed with you via email from Robert Walters.

- 5. 您行使个人信息权利、方式及程序：**

Your rights in relation to personal information and method and procedure to exercise the same:

- (1) 根据适用法律，您可以通过邮件书面通知的方式就华尔特保存的您的个人信息行使如下权利：**

In accordance with applicable law, you may exercise the following rights related to your personal information held by Robert Walters via email:

- (a) 提出咨询、审阅或者复制个人信息的要求（法律法规规定信息处理者必须保密的情形除外）；**

Rights to inquire about, request to review or request a copy of the personal information (save

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for where the local regulations require the personal information processor to keep the information confidential);

(b) 提出更正及补充个人信息权利;

Rights to request to rectify and update your personal information;

(c) 要求撤回同意并删除个人信息的权利。

Rights to withdraw the consent and request to delete your personal information.

(2) **拒绝提供个人信息的后果:** 如果您选择拒绝、限定或者撤回您对于华尔特处理您个人信息的同意, 华尔特将无法将您的简历推荐给客户或用于华尔特的内部招聘。

Consequences of your refusal to provide your personal information: If you choose to withhold, to limit or to withdraw your consent to processing your personal information by Robert Walters, Robert Walters will not be able to recommend your profile within Robert Walters or to our clients.

(3) **联系方式:** 您可通过邮件方式与华尔特联络: ContactSEAC@robertwalters.com.

Contact Method: you may contact Robert Walters via email: ContactSEAC@robertwalters.com.

(4) **程序:** 您的要求会在合理期限内被处理。在特定的情形下, 华尔特可以拒绝您的请求, 例如: 在法律的允许下或该请求是缺乏依据或无意义的。如果华尔特拒绝您的访问请求, 其会向您提供拒绝的理由。

Procedure: Your request will be processed within a reasonable timeframe. There are circumstances in which Robert Walters may decline your request, such as when the declination is permitted by law or when the request is deemed vexatious or frivolous. If Robert Walters refuses your access request, it will provide you with the reasons for this decision.

6. **保存期限:** 华尔特仅在本申请函所述目的所必需的期间和

法律法规及监管规定要求的时限内保留您的个人信息, 除非您依照本申请函第五条撤回同意或请求删除您的个人信息。

Retention period: Robert Walters will only retain your information for the period that is necessary to achieve the Purpose or within the period required under the laws and regulations, unless you withdraw your consent or request to delete your personal information.

7. 如果您向华尔特提供了第三方的个人信息, 您向华尔特陈述并保证, 您已经告知了此人关于华尔特根据本申请函进行个人信息收集和处理的计划, 并向此人展示了本申请函的副本, 并根据适用法律在与我们分享第三方个人信息之前获得了此人的合法同意, 或者基于其他合法依据以确保华尔特能够收集、使用和/或披露前述第三方的个人信息。由于您未能遵守本条款而导致华尔特发生的任何费用、费用、损害、开支或损失, 您将对华尔特承担赔偿责任。

If you provided personal information of another person to Robert Walters, you represent and warrant to Robert Walters that you have informed such person of Robert Walters' personal information collection and processing activities under this LOC and showed such person a copy of this LOC and obtained legitimate consent of such person in accordance with applicable laws prior to sharing his/her personal information with us, or apply other lawful basis to ensure that Robert Walters can collect, use and/or disclose personal information of the aforementioned third party. You will indemnify Robert Walters for any cost, charge, damage, expenses or loss incurred to Robert Walters due to your failure to comply with this provision.

如果您对个人信息的使用和披露, 包括撤回您的同意, 有任何疑问, 您可以通过电子邮件联系我司: ContactSEAC@robertwalters.com.

Should you have any questions regarding the use and disclosure of your personal information, including withdrawing your consent, you may contact us at ContactSEAC@robertwalters.com.

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敬启者 To Whom It May Concern:

我确认已阅读、理解并同意以上内容以及华尔特中国的隐私政策。

I confirm that I have read, understand and agree to the above and Robert Walters China's Privacy Policy.

我确认是自愿与华尔特联系以寻找就业机会，华尔特从未以任何方式主动联系我应聘任何职位。如华尔特成功为我应聘新职位，我允许华尔特在任何时候向我的雇主展示此申请书，以证明他们是按照我的指示向客户推荐我的信息。

I confirm that I have approached Robert Walters voluntarily for employment opportunities and Robert Walters has in no way solicited my candidature for any role. If Robert Walters successfully places me in a new position, I give my permission for Robert Walters to show this acknowledgement to my employer at any time if Robert Walters is required to prove that they were acting on my instructions to present my profile to the client.

我保证我通过本申请书或与华尔特的任何后续接触中提供的个人信息是真实、完整且准确的。我确认如果我向华尔特提供的任何个人信息发生变化，我有责任及时通知华尔特，以确保华尔特保存的个人信息保持更新。

I represent and warrant that the information I have provided to Robert Walters through this LOC or during any subsequent engagement with Robert Walters is true, complete and accurate. I acknowledge that if any personal information I have provided to Robert Walters changes, it is my responsibility to inform Robert Walters promptly to ensure that the personal information held by Robert Walters remains up to date.

此致敬礼

Yours sincerely

候选人签名 Signed by Candidate

候选人姓名 Print Name

日期 Date