

English Version below.

注意：請閱讀及同意隱私聲明及使用條款，以便繼續您的申請。

## 隱私聲明

### 個人資料的使用

我們特此告知您有關您的個人資料的蒐集、處理、利用以及您根據個人資料保護法所享有的權利。

由於我們網站的更改或法律要求的變化，我們的隱私政策可能需要進行更改。我們保留隨時進行此類更改的權利。

負責處理您的個人資料的處理者是您申請特定職位的法人。

您申請中所包含的個人資料可能會被上述法人及其關係企業、分支機構和子公司（以下簡稱“Sika”）在其他國家使用，目的是提供技術支援以進行招募流程，或者，如果您已明確同意，也將使用於您對其他合適的職位的申請。在某些國家/地區，資料保護標準可能與您所在國家/地區的標準不同。但是，您的個人資料將隨時受到適當的技術和組織措施保護，並根據本隱私權聲明和適用的資料保護法進行處理。您的個人資料將由 Smart Recruiters 代表 Sika 進行託管和儲存。Smart Recruiters 有義務符合高安全標準以保護您的資訊。

當我們將個人資料傳輸給境外的服務供應商時，只有在第三國有足夠的資料保護水平或其他適當的資料保護措施到位時，才會進行傳輸。

處理的個人資料類別包括

- 您的聯絡資訊（例如姓名、姓氏、居住國家/地區、電話號碼、電子郵件位址）
- 有關您的專業背景的資料（例如，履歷、資格和學位、工作經驗）
- 有關您的個人情況的資訊（例如，求職信、職業興趣），其中還可能包括特殊類別的個人資料（例如，種族）— 僅在法律要求或您決定與我們共用這些資料時。

當您透過以下方式向我們提供您的個人資料時，我們會收集並儲存您的個人資料：

- 在我們的職業入口網站上註冊
- 建立和更新您的申請人資料
- 使用您的資料申請工作
- 被加入到我們的人才庫中
- 透過電子郵件或郵寄方式向我們發送您的資料
- 在就業博覽會或其他活動中向我們提供您的資料

當您提交申請時，我們將收集相關的個人資料，以評估您與 Sika 的工作機會的適合性。Sika 保留確認推薦人和驗證教育背景的權利。您確認您的申請中包含的個人資料是真實和準確的，並且不包含任何誤導性陳述或遺漏。

除非您與 Sika 另有明確約定，否則您的個人資料可能會被持有、處理、揭露和保留，用於招聘目的、與招聘相關的行銷目的（僅於您的同意有效範圍內）、人事管理、管理和/或統計（用於支援招聘流程的優化）以及法律和監管目的。您在入口網站上註冊或提交申請時，視為自願同意，並以之作為處理您的個人資料的法律依據。

### **您的個人資料的其他處理、利用**

於符合個人資料保護法或其他法律規定之情形下，Sika 得對您的個人資料為前述特定目的外之利用。

### **資訊的保留和管理**

如果您的申請經初審通過，並且您被邀請參加 Sika 的面試或評估，您的資訊將被保留，Sika 可能將您的個人資料用於人事行政、管理目的和締結及履行僱傭關係所必要之範圍內。

如果您的申請未通過，如當地法律未另有規定，Sika 可能會將您的申請和其中包含的個人資料保留最多十二（12）個月。Sika 將在您的同意範圍內，參考申請中提供之個人資訊並得就在 Sika 其他合適的工作聯繫您。但是，由於您的申請已提交特定職位，因此不會自動配對其他工作機會。請另行申請您可能感興趣的任何其他職位。

如果您的個人資料保存在人才庫中，您的資料將根據上述相關資料保護政策進行刪除，並規定如果您在十二個月內未修改或使用您的個人資料，我們將向您發送一封電子郵件，要求您更新您的資料。如果您未能更新您的資料或未能主動確認資料沒有任何更動，我們將從人才庫中刪除您，並刪除您的個人資料，作為我們定時刪除計劃的一部分。

### **您的權利和刪除您的個人資料**

如果您對個人資料的使用有任何疑問，或者您想拒絕 Sika 處理資料，請根據當地適用的資料保護法律和法規聯繫 [privacy@ch.sika.com](mailto:privacy@ch.sika.com)，或者在適用的情況下，使用我們 Sika 網站上的“行使您的隱私權”線上表單。

如果您認為對您的個人資料的處理違反了當地的資料保護要求，您可能有權要求：查詢您的個人資料、更正您的個人資料、刪除您的個人資料、限制處理您的個人資料、複製您的個人資料以及拒絕處理您的個人資料。如果您已聲明同意任何個人資料處理活動，您可以隨時撤回該同

意，並在未來生效。您也有權向監管機構投訴，特別是在您居住或工作的成員國或發生涉嫌侵權的成員國，無論是否有任何其他行政或司法補救措施。

您可以隨時存取和更新您在職業入口網站上的個人資料中提供的資料。如果您發現您儲存在我們這裡的個人資料不正確或過時，您有權直接在職業入口網站上進行驗證和更正。您有責任確保這些資料的真實性和正確性。

您可以隨時透過您的申請人資料撤回您的申請並刪除您的個人資料。請注意，任何有效的申請都將自動撤回。作為我們定期刪除計劃的一部分，您的個人資料和您的所有個人資料將立即被封鎖和刪除。

### 如何聯繫我們

如果您對本隱私聲明有任何疑慮或疑問，請聯繫您申請的 Sika 公司或我們的資料保護官，電子郵件信箱為 [privacy@ch.sika.com](mailto:privacy@ch.sika.com)。

### 使用條款

透過在求職入口網站中註冊或申請特定職位，即表示您有興趣為我們或 Sika 集團內的公司工作，並同意為此處所述特定目的內的蒐集、處理和利用所提供的資訊。在註冊入口網站或提交申請時處理您的個人資料的法律依據是您的同意。您可以自行決定是否要申請除您的特定申請之外的其他職缺，並為此目的向該業務單位提供您的個人資料。您可以隨時撤回您的同意。請注意，撤回僅適用於未來。撤回之前進行的處理不受影響。

如果我們出於上述隱私聲明中未提及的目的想要處理您的個人資料，我們將事先通知您。

如果您想要接收有關新工作機會的自動通知，您可以在建立申請人個人資料時或之後隨時在“選項”和“工作通知”標籤下指定。您可以建立詳細的搜尋設定文件，並在您選擇的時間內透過電子郵件收到通知。如果您以後不再希望收到此類電子郵件，您可以隨時停用工作通知。如果您刪除了個人資料，您將不再收到工作通知。

您的申請中包含的個人資料將透過網路傳輸。網路對所有人開放，而這種傳輸方式的安全性永遠無法保證。根據強制性法律規定，Sika 和 Smart Recruiters 對任何因網路資訊傳輸的錯誤、延遲或失敗而導致您或第三方遭受的傷害、損失或損害不承擔責任。

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點擊「我同意」按鈕並註冊您的應用程式，即表示您同意這些使用條款，並同意根據上述隱私聲明處理您在應用程式中提供的個人資料。

點擊「我同意」按鈕，即表示您也確認您在申請中提供的個人資料真實且準確，並且不包含任何誤導性陳述或遺漏。

如果您申請的 Sika 實體位於您的原籍國之外的第三國，則透過點擊“我同意”按鈕，即表示您也同意在處理您的申請所需的範圍內將您的個人資料傳輸到該第三國。

Note: Please, read and agree to the privacy notice and the terms of use in order to proceed with your application.

## **Privacy Notice**

### **Use of personal data**

We hereby inform you about the collection, processing and use of your personal data and the rights you are entitled under personal data protection law.

Changes to our privacy policy may become necessary due to changes to our website or due to changes in legal requirements. We reserve the right to make such changes at any time.

The controller responsible for processing of your personal data is the legal entity at which you applied for the specific position.

Personal data contained in your application may be used by above mentioned legal entity and its affiliates, branches, and subsidiaries (hereinafter referred to as "Sika") in other countries, for the purpose of providing technical support to enable recruitment process or if you have given your specific consent, also for considering your application for other suitable positions. In some countries the standards for data protection may be different from the standards of data protection of your home country. Your personal data, however, will at any time be protected with appropriate technical and organizational measures and processing is performed in accordance with this Privacy Notice and with applicable data protection law. Your personal data will be hosted and stored on behalf of Sika by Smart Recruiters. Smart Recruiters is obliged to meet high security standards to protect your Information.

When we transfer personal data to service providers outside of country of origin, the transfer will only take place if the third country has an adequate level of data protection or if other appropriate data protection safeguards are in place.

The categories of personal data processed include

- Your contact information (such as first name, last name, country of residence, telephone number, e-mail address)
- Data on your professional background (for example, cv, qualifications and degrees, work experience)
- Information regarding your personal circumstances (for example, cover letter, career interests), which may also include special categories of personal data (for example, ethnicity) – only if this is legally required or if you decide to share these data with us.

We collect and store your personal data when you provide it to us by:

- registering on our career portal
- creating and updating your candidate profile
- applying for a job with your data
- being added to our talent pool
- sending us your data by e-mail or post
- providing us with your data at a career fair or other event

When you submit your application, we will collect the relevant personal data to assess your suitability for possible employment opportunities within Sika. Sika reserves the right to confirm references and verify educational background. You confirm that personal data contained in your application is true and accurate and does not contain any misleading statements or omissions.

Your personal data may be held, processed, disclosed and retained for recruitment purposes, marketing purposes related to recruitment (so long as your consent is valid), personnel administration, management and/or statistics (to support the optimization of recruitment

process) as well as for legal and regulatory purposes, unless expressly agreed otherwise between you and Sika. The legal basis for the processing of your personal data when registering on the portal or submitting your application is your voluntarily given consent.

### **Other processing and use of your personal data**

Where it is in compliance with personal data protection act or expressly required by law, Sika may use your personal data for other purposes.

### **Retention and Administration of Information**

If your application is successful and you are invited to attend an interview or assessment with Sika, your Information will be retained, and Sika may also use your personal data for personnel administration, management purposes and signing or fulfillment of employment agreement.

If your application is unsuccessful, Sika may retain your application and personal data contained therein in general for up to twelve (12) months, if not dictated otherwise by local legislations. Sika reserves the right to refer to the personal data contained in the application and contact you for another suitable job within Sika, only based on your explicit consent. However, as your application has been submitted for a specific position it will not be automatically considered for another job opportunity. Please apply separately for any other positions you might be interested in.

If your personal data is held in the talent pool, your data will be deleted in accordance with the relevant data protection policies mentioned above, with the stipulation that if you have not revised or used your profile for a period of twelve months, we will send you an e-mail requesting you to update your data. If you fail to update your data or to actively confirm that the data is still up-to-date, we will remove you from the talent pool and delete your personal data as part of our regular deletion schedule.

### **Your Rights and Removal of your personal data**

If you have any questions regarding the use of your personal data or if you wish to object to Sika's processing of data, in accordance with local applicable data protection laws and regulations please contact [privacy@ch.sika.com](mailto:privacy@ch.sika.com) or, where applicable, use the "Exercise Your Privacy Rights" web form on our Sika websites.

Should you believe that the processing of your personal data violates local data protection requirements you may have the right to request: access to your personal data, rectification of your personal data; erasure of your personal data, restriction of processing of your personal data, data portability and to object to the processing of your personal data. If you have declared your consent to any personal data processing activities, you can withdraw this consent at any time with future effect. You also have the right to complain to a supervisory authority, in particular in the member state where you reside or work, or where a suspected infringement has occurred, irrespective of any other administrative or judicial remedy.

You can access and update the data you have provided in your profile on the Career Portal at any time. If you discover that your personal data stored with us is incorrect or outdated, you have the right to verify and correct it directly in the Career Portal. It is your sole responsibility to ensure that this data is true and correct.

You can withdraw your application at any time via your candidate profile as well as delete your profile. Please note that any active applications will be withdrawn automatically. Your profile with all your personal data will be immediately blocked and deleted as part of our regular deletion schedule.

### **How to contact us**

If you have any concerns or questions about this Privacy Notice, please contact the Sika entity to which you have applied or our Data Protection Officer at [privacy@ch.sika.com](mailto:privacy@ch.sika.com).

### **Terms of Use**

By registering in the career portal or by applying to specific position, you are expressing interest in working for us or for a company within the Sika Group and agree to the collection, processing and use of the provided information for the purposes described here. The legal basis of the processing of your personal data when registering to the portal or submitting your application is your given consent. It is up to you to decide whether you want to apply for other vacancies in addition to your specific application and make available your personal data to the business function for that purpose. You can withdraw your consent any time. Please note that the withdrawal only applies to the future.

Processing that took place prior to the withdrawal shall not be affected thereby.

If we wish to process your personal data for a purpose not mentioned in the Privacy Notice above, we will inform you beforehand.

If you would like to receive automated notifications about new job offers, you can specify this when creating your candidate profile or at any time afterwards under the tab "Options" and "Job notifications". You can create detailed search profiles and will be notified by e-mail for the duration of the time you choose. If you no longer wish to receive such e-mails in the future, you can deactivate the job notifications at any time. If you have deleted your profile, you will no longer receive job notifications.

Personal data contained in your application will be transmitted over the internet. The internet is open everyone, and security of such means of transmission can never be guaranteed. Subject to mandatory legal provisions Sika and Smart Recruiters are not liable for any injury, loss or damage incurred by you or a third party as a result of any error, delay or failure of Information transmission via the internet.

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By clicking the "I agree" button and registering your application you agree to these Terms of use and to the processing of the personal data you provide in the application in accordance with the Privacy Notice above.

By clicking the "I agree" button you also confirm that the personal data provided in your application is true and accurate and does not contain any misleading statements or omissions.

If the Sika entity to which you are applying is located outside of your country of origin in a third country, by clicking the "I agree" button, you also consent to the transfer of your personal data to that third country to the extent necessary to process your application.