

应聘者个人信息保护政策 Applicant Personal Information Protection Policy

欢迎您投递博泽中国（以下简称“我们”或“公司”）的工作岗位！博泽中国充分尊重您的隐私，也深知个人信息安全对您的重要性，希望尽力保证您的个人信息安全可靠。

Welcome to apply for a position with Brose China (hereinafter referred to as “we”, “us” or the “Company”). Brose China fully respects your privacy and understands the importance of personal information security to you, and we are committed to safeguarding your personal information in a secure and reliable manner.

根据中国《个人信息保护法》等相关法律法规的要求，为充分保护您在个人信息方面的权利，我们通过本《应聘者个人信息保护政策》（以下简称“本政策”）向您说明我们如何处理（包括收集、存储、使用、传输、提供、删除等）和保护您的个人信息。**请您仔细阅读并充分理解本政策，若您点击同意本政策，即视为您知悉并同意我们在法律规定及本政策约定的范围内收集、处理您的个人信息。**如有问题，您可以通过本政策规定的联系方式与我们取得联系。

In accordance with the requirements of the Personal Information Protection Law of the People’s Republic of China and other applicable laws and regulations, and in order to fully protect your rights with respect to personal information, this Applicant Personal Information Protection Policy (the “Policy”) explains how we process (including collection, storage, use, transmission, provision and deletion) and protect your personal information. **Please read and fully understand this Policy carefully. By clicking to agree to this Policy, you acknowledge that you have read and understood this Policy and consent to our collection and processing of your personal information within the scope permitted by law and as set out herein.** If you have any questions, you may contact us using the contact details provided in this Policy.

本政策包括以下内容：

This Policy includes the following sections:

- 一、定义
- 二、我们如何收集和使用您的个人信息
- 三、我们如何保护您的个人信息
- 四、我们如何委托处理、共享、转让、公开披露您的个人信息
- 五、您对个人信息的权利
- 六、您的个人信息如何在全球范围转移
- 七、您的个人信息如何存储
- 八、本政策如何更新
- 九、如何联系我们

1. Definitions
2. How We Collect and Use Your Personal Information
3. How We Protect Your Personal Information
4. How We Entrust Processing, Share, Transfer and Publicly Disclose Your Personal Information
5. Your Rights Regarding Personal Information
6. How Your Personal Information Is Transferred Globally
7. How Your Personal Information Is Stored
8. How This Policy Is Updated
9. How to Contact Us

一、定义

1. Definitions

Responsible: NN/NN

Page: 1/6

Date saved: 27. Feb. 2026

Issuer: NN/NN

Index: 100

File: Document2

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The copying, use, distribution or disclosure of the confidential and proprietary information contained in this document(s) is strictly prohibited without prior written consent. Any breach shall subject the infringing party to remedies. The owner reserves all rights in the event of the grant of a patent or the registration of a utility model or design.

博泽中国：指 Brose SE 在中国境内设立经营的博泽汽车技术企业管理（中国）有限公司、上海博泽电机有限公司、长春博泽汽车部件有限公司、沈阳博泽汽车部件有限公司、北京博泽汽车部件有限公司、太仓博泽汽车部件有限公司、太仓博泽驱动系统有限公司、太仓博泽汽车技术有限公司、重庆博泽汽车部件有限公司、广州博泽汽车零部件有限公司及将来可能由 Brose SE 在中国境内设立其他法律主体。

Brose China refers to Brose China Co., Ltd., Shanghai Brose Electric Motors Co., Ltd., Brose Changchun Automotive Systems Co., Ltd., Brose Shenyang Automotive Systems Co., Ltd., Brose Beijing Automotive System Co., Ltd., Brose Taicang Automotive System Co., Ltd., Brose Taicang Automotive Drive System Co., Ltd., Brose Taicang Automotive Technologies Co., Ltd., Brose Chongqing Automotive Systems Co., Ltd., Brose Guangzhou Automotive Systems Co., Ltd., and any other legal entities that may be established by Brose SE in the People’s Republic of China (“PRC”) in the future.

个人信息：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 refers to any information relating to an identified or identifiable natural person, recorded by electronic or other means, excluding anonymized information.

二、我们如何收集和使用您的个人信息

2. How We Collect and Use Your Personal Information

您自愿参与到我们的招聘流程中，我们会通过在线表格的形式直接收集您的以下个人信息：

When you voluntarily participate in our recruitment process, we will collect the following personal information directly from you through online forms:

| 数据类型 Data Category | 敏感性 Sensitivity | 数据字段 Data Fields | 目的 Purpose |
|---|--|---|--|
| 个人基本资料 Basic Personal Information | 一般个人信息 General Personal Information | 姓名、地址（住宅和工作）、邮编、电子邮件地址、电话 Name, address (residential and work), postal code, email address, telephone number | 处理求职申请、开展面试 Processing job applications and conducting interviews |
| 教育和工作信息 Education and Employment Information | 一般个人信息 General Personal Information | 应聘岗位、预期开始工作时间、预期年工资及货币种类、如何了解到应聘岗位、求职信、个人简历 Position applied for, expected start date, expected annual salary and currency, source of job information, cover letter, resume/CV | 评估与岗位的匹配度 Assessing suitability and matching with the position |

我们主要基于您的同意来处理您的个人信息，但如果存在可适用的其他法律法规规定的合法基础，我们将根据相应合法基础处理您的个人信息。如您拒绝提供或拒绝我们处理您的相关个人信息，我们将无法在相应目的下处理您的个人信息，这将影响到您在特定个人信息处理目的下的相应权益，以及可能影响到您的招聘流程顺利开展。

We primarily process your personal information based on your consent. However, where other lawful bases under applicable laws and regulations are available, we may process your personal information based on such lawful bases. If

you refuse to provide or refuse us to process the relevant personal information, we will be unable to process such information for the corresponding purposes, which may affect your rights and interests in connection with such purposes and may also affect the progress of the recruitment process.

特别提示：请不要在您上传的简历或求职信中提供敏感个人信息，若您仍决定提交，此类信息将被视为您主动提供，并非我们主动收集，您需自行承担由此可能产生的一切风险。

REMINDER: Please do not provide sensitive personal information in your resume or cover letter. If you nevertheless choose to submit such information, it will be deemed to have been voluntarily provided by you and not actively collected by us, and you shall bear any risks arising therefrom.

三、我们如何保护您的个人信息

3. How We Protect Your Personal Information

我们采取符合业界标准的管理措施和技术手段存储及保护您的个人信息，防止个人信息丢失、被误用、遭到未授权访问或泄漏、被篡改或毁坏。例如，使用受信赖的保护机制防止数据遭到恶意攻击，部署访问控制机制以确保只有授权人员才可访问个人信息等。我们对可能接触到您的信息的员工也采取了严格管理，尽力确保只有授权人员才可访问个人信息。

We adopt industry-standard administrative and technical measures to store and protect your personal information, so as to prevent loss, misuse, unauthorized access or disclosure, alteration or destruction of personal information. For example, we use trusted security mechanisms to protect against malicious attacks and implement access control mechanisms to ensure that only authorized personnel may access personal information. We also impose strict management requirements on employees who may have access to your personal information, and endeavor to ensure that only authorized personnel can access such information.

四、我们如何委托处理、共享、转让、公开披露您的个人信息

4. How We Entrust Processing, Share, Transfer and Publicly Disclose Your Personal Information

（一）委托处理

(1) Entrusted Processing

为了提高效率、提供专业化的服务，我们可能委托第三方提供需要对您的个人信息进行处理的服务。我们将通过书面形式与第三方确认其按照法律法规和我们的要求处理您的个人信息、采取相关的保密和安全措施，并在委托服务结束后返还或销毁您的个人信息。

In order to improve efficiency and provide professional services, we may entrust third parties to process your personal information on our behalf. We will confirm in writing that such third parties process your personal information in accordance with applicable laws and regulations and our requirements, adopt appropriate confidentiality and security measures, and return or destroy your personal information upon completion of the entrusted services.

（二）共享

(2) Sharing

- 为了遵守相关法律要求、保护公司合法权益，我们可能依据法律法规规定、法律程序、诉讼或按政府主管部门的强制性要求将您的个人信息提供给行政机关、税务机关、司法机关等，或用于诉讼、仲裁。

In order to comply with applicable legal requirements and protect the Company's legitimate rights and interests, we may provide your personal information to administrative authorities, tax authorities, judicial authorities or other competent authorities in accordance with laws and regulations, legal procedures, litigation, arbitration or mandatory requirements of government authorities.

- 在获得您的授权同意或您主动选择的情况下，我们会对外共享您的个人信息。

With your authorization or consent, or where you voluntarily choose to do so, we may share your personal information with external parties.

我们会严格按照相关部门的监管要求提供相应范围内的个人信息，通过与第三方信息接收方签订数据处理协议，确保接收方对您的个人信息的处理受本政策中所述目的的约束并确保您的个人信息安全。

We will strictly provide personal information within the scope required by regulatory authorities and will enter into data processing agreements with third-party recipients to ensure that their processing of your personal information is limited to the purposes described in this Policy and that your personal information is adequately protected.

(三) 转让 (3) Transfer

我们不会将您的个人信息转让给我们之外的任何公司、组织和个人，但以下情况除外：

We will not transfer your personal information to any company, organization or individual other than ourselves, except in the following circumstances:

在涉及资产转让、收购、兼并、重组或破产清算时，如涉及个人信息转让，我们会向您告知有关情况，并要求新的持有您个人信息的公司、组织继续受本政策的约束。如变更个人信息使用目的，我们将要求该公司、组织重新取得您的同意。

In the event of asset transfer, acquisition, merger, reorganization or bankruptcy liquidation involving the transfer of personal information, we will inform you of the relevant circumstances and require the new holder of your personal information to continue to be bound by this Policy. If the purpose of personal information processing changes, we will require such company or organization to obtain your consent again.

(四) 公开披露 (4) Public Disclosure

我们原则上不会将您的个人信息进行公开披露，如确需公开披露时，我们会向您告知公开披露的目的、披露信息的类型，并征得您的单独同意。

In principle, we will not publicly disclose your personal information. Where public disclosure is indeed necessary, we will inform you of the purpose of such disclosure and the types of personal information to be disclosed, and obtain your separate consent.

五、您对个人信息的权利 5. Your Rights Regarding Personal Information

我们依法保障您对自身个人信息的权利，包括但不限于访问、复制、更正、转移和删除您的个人信息。除此之外，您有权反对某些针对您的个人信息的处理，以及在处理基于同意的情况下撤回同意。

We protect your rights with respect to your personal information in accordance with law, including but not limited to the right to access, copy, correct, transfer and delete your personal information. In addition, you have the right to object to certain processing of your personal information and to withdraw your consent where processing is based on consent.

对于我们基于您同意处理的个人信息，您有权撤回同意，但这不会影响我们在您撤回同意前的处理。在特定条件下，且受限于法律法规及本政策规定，您有权要求删除个人信息。但请注意，如果我们处理的您的个人信息是为了我们履行法定职责或法定义务所必需的，则您无权撤回同意或要求删除。

Where processing is based on your consent, you have the right to withdraw such consent, which will not affect the processing conducted prior to the withdrawal. Under certain conditions, subject to applicable laws, regulations and this

Policy, you may request the deletion of your personal information. Please note, however, that where we process your personal information to fulfill our statutory duties or obligations, you may not withdraw consent or request deletion.

六、您的个人信息如何在全球范围转移

6. How Your Personal Information Is Transferred Globally

为了全球化的人才管理与人力资源评估，我们会将您的个人信息跨境传输至位于德国的 Brose Fahrzeugteile SE & Co. Kommanditgesellschaft, Coburg (“总部”)。跨境传输涉及的具体信息如下表所示：

For purposes of global talent management and human resources evaluation, we will transfer your personal information across borders to Brose Fahrzeugteile SE & Co. Kommanditgesellschaft, Coburg (the “Headquarters”), located in Germany. The details of such cross-border transfer are set out below:

| 境外接收方 Overseas Recipient | 地址 Address | 联系方式 Contact Information | 处理目的 Purpose | 处理方式 Processing Method | 个人信息类型 Personal Information Type |
|---|--|---|---|---|--|
| Brose Fahrzeugteile SE & Co. Kommanditgesellschaft, Coburg 科堡博泽车辆零部件欧洲股份两合公司 Brose Fahrzeugteile SE & Co. Kommanditgesellschaft, Coburg | 德国科堡 Max-Brose-Straße 1, 96450 Max-Brose-Straße 1, 96450 Coburg, Germany | 您可以通过本政策第九条约定的方式联系我们，由我们协助您联系境外接收方 You may contact us in accordance with Section 9 of this Policy, and we will assist you in contacting the overseas recipient | 用于集团统一的人力资源（招聘）管理 Unified group-level human resources (recruitment) management | 远程登录招聘系统，完成相关应聘者个人信息管理流程 Remote access to the recruitment system to complete applicant personal information management processes | 详见本政策第二条 See Section 2 of this Policy |

尽管总部所在的国家设有不同的数据保护法，但我们会通过制定集团内部的制度规范以确保您的个人信息得到在中国境内足够同等的保护。如果你希望向境外接收方行使您的个人信息权利，您可以根据本政策第九条联系我们。

Although the country where the Headquarters is located has different data protection laws, we will ensure through internal group policies and procedures that your personal information receives a level of protection equivalent to that required under PRC law. If you wish to exercise your personal information rights against the overseas recipient, you may contact us in accordance with Section 9 of this Policy.

七、您的个人信息如何存储

7. How Your Personal Information Is Stored

Responsible: NN/NN

Page:5/6

Date saved: 27. Feb. 2026

Issuer: NN/NN

Index: 100

File: Document2

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为完善我们的求职人才库，以便在未来出现合适职位时为您提供匹配机会，如您在填写表格时勾选“I would like my application to be considered for other suitable positions at Brose”，我们将把您的个人信息存储于求职人才库中，自您应聘岗位的招聘流程结束之日起最长保存 6 个月。该期限届满后，我们将及时删除您的个人信息。To improve our talent pool and provide you with suitable opportunities in the future, if you select “I would like my application to be considered for other suitable positions at Brose” when completing the application form, we will store your personal information in our talent pool for up to six (6) months from the date the recruitment process for the position you applied for concludes. Upon expiration of this period, we will promptly delete your personal information.

若您不同意上述存储方式，请在填写表格时不要勾选该选项。在此情况下，除法律法规另有规定外，我们仅会在与您当前应聘岗位相关的招聘流程结束前保存您的个人信息。

If you do not agree to the above storage arrangement, please do not select this option when completing the form. In such case, unless otherwise required by applicable laws and regulations, we will retain your personal information only until the recruitment process for the position you applied for is completed.

八、本政策如何更新

8. How This Policy Is Updated

我们可能不时审查本政策，若有任何修改或补充告知（包括处理您个人信息的第三方机构、涉及跨境传输时的相关信息等）事项，我们会进行公示，或以其他方式通知您。如有需要，我们将请您重新进行书面确认。

We may review this Policy from time to time. If there are any modifications or supplemental notices (including changes relating to third-party processors or cross-border transfers), we will make public announcements or notify you by other appropriate means. Where required, we will ask you to provide renewed written confirmation.

九、如何联系我们

9. How to Contact Us

如您对本政策有任何疑问、意见或建议，您可以通过 DataProtection@brose.com 联系我们。我们将在法律规定的时限内予以答复。

If you have any questions, comments or suggestions regarding this Policy, you may contact us at DataProtection@brose.com. We will respond within the time limits prescribed by law.

本人已收到并充分了解博泽中国的《应聘者个人信息保护政策》的全部内容，并据此声明如下：**I have received and fully understood all contents of the Applicant Personal Information Protection Policy of Brose China and hereby declare as follows:**

本人同意博泽中国按照本政策内容处理我的个人信息。**I consent to Brose China processing my personal information in accordance with this Policy.**

本人进一步同意博泽中国按照本政策第六条的内容跨境传输我的个人信息。**I further consent to Brose China transferring my personal information across borders in accordance with Section 6 of this Policy.**