

## 内部网络、系统和应用涉及的员工个人信息

### Employee's Personal Information involved in internal networks, systems and applications

#### 1. Workday

服务器所在地：德国

Location of server: Germany

本系统收集并存储如下个人信息种类：

This system collects and stores the following types of personal information:

类别 Categories	具体个人信息种类 Detailed types of personal information
基本信息 Basic information	姓名、性别、生日、年龄、出生地、婚姻状况、公民资格、国籍、身份证号码、职位、电子邮箱地址 Name, Gender, Date of Birth, Age, Marital Status, Citizenship Status, Nationality, ID Postion, Email address

#### 2. Platinum HR system

服务器所在地：德国

Location of server: Germany

本系统收集并存储如下个人信息种类：

This system collects and stores the following types of personal information:

类别 Categories	具体个人信息种类 Detailed types of personal information
基本信息 Basic information	员工编号，姓名，身份证号码，户籍，生日，年龄，性别，婚姻状况，种族，出生地，地区，照片，居住地，居住地邮编，户籍地址，户籍邮编，家庭电话号码，移动手机号码，个人电子邮箱地址，公司电话号码，公司电子邮箱地址 Employee Code, Name, ID Card Number, Registered Residence, Birthday, Age, Gender, Marital Status, Ethnicity, Place of Birth, District, Portrait, Residential Address, Residence Zipcode, Registered address, Registered Zipcode, Home Phone Number, Mobile Phone Number, Personal

类别 Categories	具体个人信息种类 Detailed types of personal information
	Email Address, Company Phone Number, Company Email Address

3. Microsoft软件（即Microsoft Outlook和Microsoft Teams）

服务器所在地：

Location of server:

本系统收集并存储如下个人信息种类：

This system collects and stores the following types of personal information:

类别 Categories	具体个人信息种类 Detailed types of personal information
基本信息 Basic information	电子邮箱地址，姓名，职位，公司电话号码，工作地点 Email Address, Name, Job Title, Business Phone Number, Location

4. Helios Finance Expenses Claim system

服务器所在地：中国

Location of server: China

请注意，本系统不涉及跨境传输个人信息。

Please kindly note that this system does not involve cross-border transfer of personal information.

本系统收集并存储如下个人信息种类：

This system collects and stores the following types of personal information:

类别 Categories	具体个人信息种类 Detailed types of personal information
基本信息 Basic information	姓名、电子邮箱地址 Name, Email address
报销信息	旅行食宿和交通订单，津贴 Travel details, Allowance

类别 Categories	具体个人信息种类 Detailed types of personal information
Reimbursement information	

5. Case Management System (whistleblower system)

服务器所在地：荷兰

Location of server: Netherland

本系统收集并存储如下个人信息种类：

This system collects and stores the following types of personal information:

类别 Categories	具体个人信息种类 Detailed types of personal information
检举人和被检举人信息 Information of the whistleblower and the accused	姓名，住址，性别，职位，员工编号，电话号码，访问数据，电子邮箱地址，录音，IP地址和IT使用数据。 name, address, gender, position in the company, personnel number, telephone number, access data, e-mail address, sound recordings, IP address and other IT usage data