
IAV Automotive Engineering (Shanghai) Co., Ltd.

Privacy Notice for Business Partners and Applicants

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IAV Automotive Engineering (Shanghai) Co., Ltd. (hereinafter referred to as “**IAV Shanghai**” or “**We**”) value your privacy and are dedicated to protecting your fundamental privacy rights. This *Privacy Notice for Business Partners and Applicants* (hereinafter referred to as the “**Notice**”) is formulated in accordance with relevant Chinese laws, regulations and standards. We aim to explain how we process and protect your Personal Information and how you can protect your legal rights and interests.

The Notice applies to our collection and use of Personal Information about you when you interact with us (including but not limited to your application for our jobs, seeking cooperation with us, becoming or your company becoming our supplier/customer, providing products or services to us or receiving products or services from us, visiting our workplace, etc.).

We may collect relevant Personal Information about you for further usage, through resumes, quotations, contracts, supporting documents your submitted, completed and signed (hereinafter referred to as “**Documents**”). Before providing us with the Documents, please read carefully and confirm that you have fully understood the Notice and could make the choices you think are appropriate in accordance with the guidelines of the Notice. In particular, you will be prompted by *bold italics* to place emphasis on rules regarding your Sensitive Personal Information hereunder.

Unless otherwise stated hereunder, if you do not agree to this Notice or any updates hereto (we will notify you of such updates promptly), our interaction and business cooperation with you or the company for which you are employed may be negatively impacted.

If you have any questions or concerns about the Notice or related issues, please contact us through the contact information provided in “9. How to contact us”.

The Notice does not apply to any other third-party products, services or businesses (hereinafter collectively referred to as “**Third-party Services**”). Instead, Third-party Services are subject to their own privacy policies. We kindly remind you that you carefully review the privacy Notice governing any Third-party Service before using it.

Definitions:

Personal Information means all kinds of information related to identified or identifiable natural persons recorded by electronic or other means, excluding the information that has been anonymized.

Sensitive Personal Information means the Personal Information that is likely to result in damages to the personal dignity of any natural person or damage to his or her personal or property safety once disclosed or illegally used, including such information as biometric identification, religious belief, specific identity, medical health, financial account and whereabouts and tracks, as well as the Personal Information of minors under the age of 14.

Children means any person under the age of fourteen.

Overseas Recipient means an organization or individual outside the territory of the PRC that receives Personal Information from IAV Shanghai.

The Notice will help you understand the following:

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1 How We Collect and Use Your Personal Information

Adhering to principles of legality, legitimacy, necessity, openness, and transparency, we will collect and use Personal Information that you provide or generate during our interaction.

Meanwhile, to improve your experience with our products or services or facilitate our cooperation, we may launch new or upgrade original business and optimize our internal procedure. This may lead to changes in types of Personal Information to collect and/or purposes or ways of using them. If we do so, we will separately explain to you in the forms of updates to this Notice. For more information on updates to the Notice, please kindly refer to Section 8 herein..

1.1 Personal Information We Collect from You

- (1) If you intend to join us and apply to us for a position, in order to understand your job intention, contact you, arrange the application process and assess whether you meet the position requirements, we will collect the following Personal Information from you by means of online or offline communications with you, your resume and relevant data provided by third-party recruitment platforms and headhunters: name, contact information, educational background, working experience, job intention, professional qualification certificate and skill certificate, etc., and to assist with payroll decision-making and ensure the payroll offered by us is fair and reasonable, we will also collect *certificate of your current income*. In addition, with your consent, based on the information on your work experience and the relevant contact information provided by you, we, **or an agency entrusted by us**, may also conduct a background check with your previous employer to collect your past work performance and other personal work-related information.
- (2) In order to carry out business cooperation with Business Partners, including but not limited to understanding the basic information of Business Partners, evaluating and pre-selecting potential Business Partners, making business offers to Business Partners, concluding and performing contracts with Business Partners, purchasing products or services of Business Partners, providing our products or services to Business Partners, managing relationship with Business Partners, sending event invitations to Business Partners, etc., we may collect name, form of address, language, telephone number, mobile phone number, email address, name of the company you work for and position through face-to-face communication, telephone conversations, letters, electronic and non-electronic communications, etc.
- (3) If you visit our workplace or premises, in order to create visitor passes and access authorizations, identify visitors and persons authorized to access, carry out visitor management, and issue entry and/or parking authorizations for visitor vehicles, we may collect your name, position, the name of the company you work for, your vehicle registration number (if any), information about your visit, and key card and token usage data.

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- (4) In order to maintain public safety and the safety of life, health and property of you and others, we will install video surveillance systems in the main entrances and exits of our offices and production plants and other public areas. When you pass through the areas covered by these surveillance systems, the systems will record your personal images and moving images. We will provide prominent notices in the areas covered by such surveillance systems, and we will process the surveillance information only to the extent permitted by law.

1.2 Purposes for which we use your Personal Information

We generally use the Personal Information described above for the following purposes or for purposes directly or reasonably related to them:

- (1) processing your job application, including conducting background checks on you for recruitment purposes;
- (2) managing relationship with Business Partners;
- (3) issuing, concluding and performing business offers/contracts with Business Partners;
- (4) carrying out marketing/communications activities;
- (5) complying with any statutory obligations imposed on IAV Shanghai or any entities in the IAV group;
- (6) conducting internal corporate investigations in the event of government enforcement, receipt of internal reports, occurrence of audit anomalies and unusual business operation scenarios;
- (7) protecting our legal rights and interests in the event of a dispute or in judicial or governmental regulatory proceedings;
- (8) protecting the security of workplace, life, health, property and information;
- (9) For any other purposes necessary for, ancillary to, or arising from the above specified purposes.

When we need to use Personal Information for purposes other than those set out in this Notice, we will obtain your prior consent.

When we change the original purpose for which the Personal Information was processed, we will obtain your prior consent.

1.3 Exceptions to Your Consent

Notwithstanding any other rules in this Notice, in the following cases, we do not need to obtain your consent for the processing of your Personal Information (including the collection, use, storage, processing, transmission, provision, public disclosure, deletion, etc. of Personal Information):

- (1) where it is necessary for the conclusion or performance of a contract to which the individual is a contracting party;
- (2) where it is necessary for performing a statutory responsibility or statutory obligation;

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- (3) where it is necessary for responding to a public health emergency, or for protecting the life, health or property safety of the natural person in the case of an emergency;
 - (4) where the Personal Information is processed within a reasonable scope to carry out any news reporting, supervision by public opinions or any other activity for public interest purposes.
 - (5) where the Personal Information, which has already been disclosed by the individual or otherwise legally disclosed, is processed within a reasonable scope and in accordance with *Personal Information Protection Law of the People's Republic of China*; or
 - (6) any other circumstance as provided by any law or administrative regulation.

2 How We Store Your Personal Information

2.1 Location of storage

Paper documents containing your Personal Information will be stored securely in IAV Shanghai's office in accordance with our internal regulations. Meanwhile, your Personal Information collected using information systems will be stored electronically on the servers hosting the relevant information systems.

2.2 Period of storage

We will continue to store your Personal Information for the duration of our cooperation or interaction with you or our Business Partners. After the purpose of the processing of your Personal Information has been achieved, we will delete or anonymize your Personal Information within a reasonable period of time, unless otherwise stipulated by law or regulation regarding the retention period of specific data or in order to protect our rights in court (e.g., for statute of limitations reasons). If the aforementioned deletion or anonymization is not possible, we will stop the processing other than storage and take the necessary security protection measures.

3 How We Share, Transfer and Publicly Disclose Your Personal Information

3.1 Sharing

Subject to Section 1.2 of this Notice, we may share your Personal Information with third parties in the following circumstances:

- (1) We may share your Personal Information with the Overseas Headquarters and transfer your Personal Information abroad, for the purposes of the group's centralized management of relationship with Business Partners /business/marketing and communications and the execution of collaborative projects. We will only share information that is necessary and subject to the purposes stated in this Notice. Details of the information we share with our Overseas Headquarters can be found in this Notice under "7. Cross-Border Transfers of Personal Information".
- (2) We may share your Personal Information with our service providers or partners in order to carry out the business cooperation with you. You can find out the name, contact information and other details of such third parties by sending a written request to us through the contact information provided in "9. How to Contact Us" of this Notice.

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- (3) We may share your Personal Information in accordance with laws and regulations, the need to resolve litigation disputes, or the mandatory requirements of administrative or judicial authorities. In such cases, we will inform you of such information sharing, unless otherwise provided by laws and administrative regulations.

3.2 Transfer

We will only transfer your Personal Information in the following circumstances:

- (1) where we will transfer your Personal Information to other parties subject to your explicit consent;
- (2) In the case of mergers, acquisitions, division, dissolution, bankruptcy liquidation or reorganization where the transfer of your Personal Information is necessary. If any of your Personal Information will be transferred, we will inform you of the recipient's name, its contact information and request such recipient to comply with this Notice. Otherwise, we will ask such receiving party to ask for your consent afresh.

3.3 Public disclosure

We will only publicly disclose your Personal Information in the following circumstances:

- (1) subject to your explicit consent;
- (2) disclosure based on law: we may publicly disclose your Personal Information if required to do so by law, legal process, litigation or mandatory requirements of governmental authorities.

4 How We Protect Your Personal Information

We attach great importance to the security of your Personal Information. We provide you with a level of security that is commensurate with the risks arising from the processing of your Personal Information.

Although we cannot guarantee that our processing of your Personal Information is perfectly safe due to the absence of any methods that can always secure the Internet transmission, electronic storage or physical storage, we will still strive to take appropriate technical and organizational safeguard measures to protect your Personal Information from theft, loss, abuse, unauthorized access, duplication, collection, use, disclosure, alteration, or destruction.

5 Your rights

5.1 Access and Copy Your Personal Information

You may access and copy your Personal Information kept by us. Under the premise of technical feasibility and in compliance with the conditions stipulated by the Cyberspace Administration of China, we may also transmit the copy of your Personal Information directly to a third party designated by you at your request.

5.2 Correct and Supplement Your Personal Information

If you find that the Personal Information we keep is inaccurate or incomplete, you may request us to correct or supplement your Personal Information.

5.3 Delete Your Personal Information

You may request us to delete Personal Information in the following circumstances:

- (1) Where the purpose of processing your Personal Information has been achieved, cannot be achieved, or is no longer necessary to be achieved;
- (2) Where the retention term of your Personal Information has expired.
- (3) Where you withdraw your consent previously given to our collection and use of your Personal Information;
- (4) Where our processing of Personal Information violates laws and regulations, or the agreement with you;
- (5) Other circumstances stipulated by laws and administrative regulations.

5.4 Change the Scope of Your Consent or Withdraw Your Consent

To the extent that you have consented to our processing of your Personal Information, you may change the scope of your consent to our processing of your Personal Information or to withdraw your consent. However, please understand that the processing of your Personal Information is necessary for us to carry out business cooperation with you or handle recruitment process. This means upon your withdrawal of consent, we will no longer provide you with the relevant services or continue with the business cooperation or recruitment process with you. However, your withdrawal of consent will not affect the validity of our processing of your Personal Information upon your previous consent.

5.5 Obtain Explanations of the Notice

You may request an explanation of the Notice.

5.6 Respond to Your Above Request

You may exercise your rights as described above by contacting us through the contact information provided in “9. How to Contact Us” hereunder. For security purposes, you may be required to provide a written request. We may ask you to verify your identity before processing your request.

We will respond to your request as soon as practicable. If you are not satisfied or have any questions, you can contact us through the contact information provided in “9. How to Contact Us” hereunder.

We may reject your requests that are technically difficult to respond to, or that are not required to be responded to pursuant to laws and administrative regulations, or where responding to your requests would violate laws and administrative regulations. We will give you an explanation when we decide to reject.

6 How We Process Children's Personal Information

In principle, we do not process *Children's Personal Information*. If we find that Personal Information collected includes *Children's Personal Information*, we will promptly delete or anonymize it; if you find that we have collected *Children's Personal Information*, please contact us using the contact information provided in "9. How to Contact Us" of this Notice and we will promptly delete or anonymize it.

7 Cross-border Transfer of Personal Information

We, as a multinational corporation with cross-border business processes, management structures and technical systems, may provide our products or services or manage information through resources and servers located outside the People's Republic of China. For this purpose, your Personal Information may be transferred to, or accessed by, our headquarters located outside the People's Republic of China.

Details of cross-border transfers of your Personal Information are set out below:

Name of Overseas Recipient	IAV GmbH Ingenieurgesellschaft Auto und Verkehr
Contact information	datenschutz@iav.de
Purpose of processing	Implementation of group-centralized management of Business Partners/business/marketing and communications and the execution of collaborative projects.
Methods of processing	<ol style="list-style-type: none">(1) IAV Shanghai manually enters the Personal Information of contact persons of Business Partners into the CRM system with server located overseas.(2) IAV Shanghai sends business offers/contracts containing Personal Information of contact persons of Business Partners to Overseas Recipient via email;(3) IAV Shanghai sends press releases containing the Personal Information of Business Partners' contacts or sends the Personal Information of contact persons of Business Partners directly to the Overseas Recipient via e-mail;(4) With respect to the Personal Information of Business Partner contacts received, the Overseas Recipient will only conduct limited processing to the extent necessary, which mainly includes the following: (a) unified management of IAV Shanghai's business partners and centralized approval and archiving of IAV Shanghai's business offers/contracts; (b) in the scenario of project co-operation, the Personal Information received will be used for the purpose of contacting the Business Partners, communicating with them about project requirements, progress, and deliverables, and other matters related to the

	execution of the project; and (c) approval of the IAV shanghai-prepared news releases, and production of invitations to events.
Types of outbound personal information	Language, name, form of address, telephone number, mobile phone number, email address, name of the company you work for, position.

In addition, based on our daily operation and management needs (e.g., business reporting, operation decision-making, technical communication, etc.), we may provide a small amount of your Personal Information or documents containing your Personal Information to our Overseas Headquarters on a sporadic, regular or irregular basis by way of e-mail, online meeting, instant chat tool communication, etc. or through the use of IT applications provided by our Overseas Headquarters, and the types of personal information involved have been covered by the abovementioned situations of personal information export.

We will fulfill the obligations related to the cross-border transmission of Personal Information in accordance with the *Personal Information Protection Law of the People's Republic of China* and relevant laws and regulations.

You may exercise your rights as a subject of Personal Information by submitting a request to us in the manner and according to the procedures set forth in "5. Your Rights" of this Notice, or by submitting a request to an Overseas Recipient using the contact information of the Overseas Recipient listed in this Notice.

8 How We Update this Notice

We may update the Notice in due course to adapt to the development of law, technology or business. However, without your explicit consent, we will not undermine your rights under the Notice. We will publish the latest version of the Notice on this page. You can check the latest update time of the Notice from the "latest update" at the top of the Notice.

If we make major changes to the Notice, we will notify you in an appropriate manner. If you continue to use our services or interact with us in other forms after changes to this Notice, you acknowledge that you have fully read, understood, and are willing to be bound by the revised Privacy Notice. Such changes in the Privacy Notice will come into effect as of the date specified in the notification. If you do not agree with the updated Notice, you should contact us immediately.

The major changes to Notice include but are not limited to:

- (1) The name and contact information of the Personal Information processor;
- (2) The purpose and method of processing Personal Information, the type of Personal Information to be processed and the data retention period;
- (3) The way and procedure for you to exercise your rights provided for by *Personal Information Protection Law of PRC*;
- (4) Any other matter to be informed as required by law or administrative regulations.

9 How to Contact Us

If you have any questions or complaints or suggestions regarding this Notice or matters related to the protection of Personal Information, you can contact us by sending e-mails to PrivacyChina@iav.de during weekdays.

We will review your inquiry and respond as soon as practicable and after verifying your identity.

Letter of Consent to the Processing of Personal Information

I have read and fully understood the *Privacy Notice for Business Partner and Applicants* of IAV Automotive Engineering (Shanghai) Co., Ltd. ("**IAV Shanghai**") in its entirety. I expressly consent to IAV Shanghai's processing of my Personal Information (including the Personal Information of other people provided by me to IAV Shanghai, the same below) as described in the *Privacy Notice for Business Partners and Applicants*.

In particular:

1. I understand the necessity for IAV Shanghai to share my Personal Information with the Overseas Headquarters and third parties and the impact on my rights and interests. By ticking the box of "Agree" below, I hereby consent to the sharing of my Personal Information by IAV Shanghai in accordance with applicable laws and the *Privacy Notice for Business Partners and Applicants*.

Agree Disagree

2. I understand the necessity for IAV Shanghai to transfer my Personal Information to the Overseas Headquarters and third parties entrusted by the Overseas Headquarters and the impact on my rights and interests. By ticking the box of "Agree" below, I hereby consent to the transfer of my Personal Information abroad in accordance with applicable law and the *Privacy Notice for Business Partners and Applicants*, and to the processing of my Personal Information by the Overseas Headquarters in accordance with the *Privacy Notice for Business Partners and Applicants*.

Agree Disagree

3. I understand the necessity for IAV Shanghai to process Sensitive Personal Information as well as the impact on my rights and interests. By ticking the box of "Agree" below, I hereby consent to the processing of my Sensitive Personal Information by IAV Shanghai in accordance with applicable laws and the *Privacy Notice for Business Partners and Applicants*, and to the processing of my Sensitive Personal Information by the Overseas Headquarters and third parties entrusted by the Overseas Headquarters in accordance with the *Privacy Notice for Business Partners and Applicants*.

Agree Disagree

Note: If you do not agree with any of the above, please contact us.

I hereby undertake that before I provide IAV Shanghai with the Personal Information of others, I have fully informed him/her of the entire content of the Privacy Notice for Business Partners and Applicants, and I have obtained his/her separate consent or fulfilled the exceptions to the obtaining of consent, for the provision of his/her Personal Information to IAV Shanghai and the processing of his/her Personal Information by IAV Shanghai in accordance with the Privacy Notice for Business Partners and Applicants. Upon request, I shall provide IAV Shanghai with a "Letter of Consent to the Processing of Personal Information" signed by the relevant person.

The consent given by me is effective immediately and will remain effective until such consent is withdrawn.

Signature: _____

Date: _____