

China Addendum re Clark Recruitment Privacy Notice

This China Addendum (“**Addendum**”) supplements the Kimberly-Clark (“**K-C**”) Recruitment Privacy Notice (the “**Notice**”) based on applicable data protection laws in China. If the Addendum is inconsistent with the Notice, the one that better protects of the rights and interests of the of personal data shall prevail.

This Addendum applies to applications made to positions at various K-C locations in China, including but not limited to Kimberly-Clark (China) Co. Ltd., Kimberly-Clark (Nanjing) Personal Hygienic Products Co. Ltd., Kimberly-Clark (Nanjing) Care Products Co. Ltd., Beijing Kimberly-Clark Personal Hygienic Products Co. Ltd., Kimberly Clark (Tianjin) Care Products Co., Ltd., Kimberly-Clark Paper (Shanghai) Co. Ltd., and Kimberly-Clark (Wuxi) Equipment Technology Co., Ltd. (collectively, “**K-C China**”).

The terms used in this Addendum have the same meaning as those used in the Notice, unless otherwise provided.

1. THE PERSONAL DATA THAT K-C COLLECTS AND USES

Certain personal data provided by you during the recruitment process and that we actively collect maybe your sensitive personal data, which are the personal data that, if disclosed or illegally used, may easily infringe upon your dignity or the safety of your body or property, including your veteran status, race and other information related to your specific identity, as well as personal data related to your criminal conviction or medical information.

When you are offered to be an employee of K-C China, for onboarding procedures, we or a third party entrusted by us, will collect the following personal information: gender, nationality, marital status, education, date of birth, ID number, personal email address, personal cell phone number, WeChat ID, date entered workforce, bank name, and account number, home address, mailing address, emergency contact, employment in other organizations, etc. In the meantime, you will also need to provide copies of a second-generation ID card (front and back), household register book (first page and personal page), bank card (front and back), colored bareheaded photo, certificate of highest education or a valid student ID, employment separation certificate, etc.

K-C China is committed to protect your personal data and privacy, and we have adopted adequate technical and organizational measures to safeguard the security of your application data and will only process your personal data to the extent necessary for the purposes stated in this Notice.

Additionally, when we process personal data based on legitimate business interests, we will still obtain your consent, but please understand that we can process your personal data without your consent under any of the following circumstances:

- where it is necessary to conclude or perform a contract in which you are a party or carry out human resources management based on lawfully enacted labor policies and rules or collective bargain agreement;
- where it is necessary to perform statutory obligations;
- where it is necessary to respond to a public health emergency or protecting individual's interest or safety in an emergency;
- where it is necessary to carry out activities in the public interest;
- where the relevant personal data, which has either been disclosed by the relevant individual or otherwise been legally disclosed, is processed within a reasonable scope according to law; and
- other circumstances as provided by laws or administrative regulations.

2. HOW K-C CHINA STORES YOUR PERSONAL DATA

Since we operate through resources and servers worldwide, this means that, after obtaining your separate consent, your personal data may be transferred to jurisdictions outside the People's Republic of China, or subject to access from these jurisdictions. Specifically, we will use the Workday system, deployed globally by K-C CHINA, to transfer your personal data to jurisdictions outside the People's Republic of China.

Such jurisdictions may have different data protection laws or even no relevant laws. In such cases, we require overseas recipients to take prudent and necessary measures to ensure that cross-border transferred personal data is protected to the same level as under the Personal Information Protection Law of the People's Republic of China, and to strictly comply with the relevant laws and regulations on cross-border transfer of personal data and implement the relevant requirements and conditions.

The table below describes the name and contact information of the overseas recipient, the categories of personal data, and the purpose and method of the

transfer. You may contact us through the methods disclosed in this Addendum to exercise your rights against the overseas recipient.

Overseas Recipient	Kimberly-Clark Corporation
Contact Information	privacy@kcc.com
Categories of Personal Data	Email address. Information provided during the recruitment process, include name, contact information, nationality, gender, ethnicity, professional qualifications, education, location and location history, previous employment history, relevant experiences, references, veteran status, financial information such as salary or payment expectations, personal interests and preferences, facial photos, and a copy of your resume. Performance at assessment centers, interview or in other assessments and information provided by your references; and Information provided during the onboarding process, include gender, nationality, marital status, education, date of birth, ID number, personal email address, personal cell phone number, date entered workforce, bank name and account number, mailing address, emergency contact, etc.
Purpose	Worldwide uniformed human resources management
Means	Data processing through the Workday system

3. EXERCISE YOUR RIGHTS

When you exercise the rights concerning your personal data, we will respond within fifteen business days.

4. HOW K-C CHINA UPDATES THE NOTICE AND THE ADDENDUM

This Notice and this Addendum are subject to change. Without your express consent, we will not reduce your rights under the Notice and Addendum. We will post any changes to this Notice and this Addendum on this page. For material changes, we will also provide a more prominent notice (including, for some services, we will send a notice by email explaining the specific changes to this Notice and this Addendum).

Material changes referred to in this Notice and this Addendum include but are not limited to:

- Significant changes to our service model, such as the purpose of processing personal data, the type of personal data, how personal data is used, etc.;
- We have undergone major changes in ownership structure, organizational structure, etc. such as business adjustment, change of owner due to bankruptcy, merger, etc.;
- The main recipients of personal data has changed;
- Your right to participate in the processing of personal data and the way you exercise it have undergone significant changes;
- The department responsible for the protection of personal data, the relevant contact information, or the complaint method changes;
- When the personal data protection impact assessment indicates that there is a high risk.

5. CONTACT US

Please contact us by email at china.privacy@kcc.com if you would like to find out more about any matters relating to this Addendum or the Notice or to exercise your rights as outlined in the aforementioned documents.

K-C 招聘隐私声明-中国附录

本附录旨在根据中国的适用数据保护法律补充金佰利公司（“K-C”）的招聘隐私声明（“声明”），当本附录与声明不一致时，以更为保护个人信息主体权益的标准为准。

本附录适用于向K-C中国的公司提交的申请，包括但不限于金佰利（中国）有限公司、金佰利（南京）个人卫生用品有限公司、金佰利（南京）护理用品有限公司、北京金佰利个人卫生用品有限公司、金佰利（天津）护理用品有限公司、上海金佰利纸业有 限公司，以及金佰利（无锡）设备科技有限公司（合称“K-C 中国”）。

除非另有说明，本附录中所用术语与声明中的术语具备同样含义。

1. K-C 中国收集和使用的个人数据

您在招聘过程中提供的以及我们主动收集的某些个人数据可能属于您的敏感个人数据，即一旦泄露或者非法使用，容易导致您的人格尊严受到侵害或者人身、财产安全受到危害的个人数据，包括您的退伍军人身份、种族等其它和您特定身份有关的信息，以及和刑事定罪或医疗信息相关的个人数据。

当您被拟录取为 K-C 中国的员工时，为顺利办理入职手续，我们或我们通过第三方平台，还将向您收集以下个人数据：性别、国籍、婚姻状况、教育程度、出生日期、证件类型及号码、个人邮箱、个人移动电话、微信号、社会工龄起始日、开户银行及账号、户籍地址、通讯地址、紧急联系人信息、在其他组织的任职情况，并同时提供第二代身份证正反面、户口本首页及本人页、银行卡正反面、免冠彩色个人照片、最高学历、学位证书或有效学生证件、前雇主的退工或离职证明的扫描件等。

K-C 中国致力于保护您的个人数据和隐私，我们会采取充分的技术和管理措施以保障您申请数据的安全，并且只会在本声明中所述目的的必要范围内处理您的个人数据。

此外，当我们基于合法的商业利益处理个人数据时，我们仍然会获得您的同意，但请您理解，根据有关法律法规要求，我们在下述情形下处理您的个人数据时，将不需要获得您的同意：

- 为订立、履行您作为一方当事人的合同所必需，或者按照依法制定的劳动规章制度和依法签订的集体合同实施人力资源管理所必需；
- 为履行我们的法定义务所必需；

- 为应对突发公共卫生事件，或者紧急情况下为保护自然人的生命健康和财产安全所必需；
- 为公共利益实施新闻报道、舆论监督等行为，在合理的范围内处理申请数据；
- 依照相关法律规定在合理的范围内处理您自行公开或者其他已经合法公开的申请数据；
- 法律、行政法规规定的其他情形。

2. K-C 中国如何存储您的个人数据

由于我们通过遍布全球的资源和服务开展业务，这意味着，在获得您的单独同意后，您的个人数据可能会被转移到中华人民共和国境外，或者受到来自境外管辖区的访问。具体而言，为全球统一人力资源管理之目的，我们会使用 K-C 中国在全球范围内部署的 Workday 系统将您的个人数据传输至境外司法辖区。

此类管辖区可能设有不同的个人数据保护法，甚至未设立相关法律。在此类情况下，我们会要求境外接收方采取审慎必要措施以保障出境个人数据可以得到与中国《个人信息保护法》同等水平的保护，以及严格遵循有关个人数据出境的法律法规和落实其规定的要求和条件。

关于该等境外接收方的名称、联系方式、涉及的个人数据的种类、传输目的，请详见以下列表。您可以通过本附录中披露的方式和我们联系以向境外接收方行使您的相关权利。

境外接收方	金佰利公司 (Kimberly-Clark Corporation)
联系方式	privacy@kcc.com
个人数据种类	电子邮箱； 申请中提供的信息，包括姓名、联系方式、国籍、性别、种族、专业资格、教育、位置和曾用位置、之前的工作经历、相关经验、推荐人、退伍军人身份、工资或薪资预期等财务信息、个人兴趣和偏好、面部照片和简历复印件； 评估中心的表现、面试，或者您的推荐人提供的其他评估和信息；以及为办理入职提供的信息，包括性别、国籍、婚姻状况、教育程度、出生日期、证件类型及号码、个人邮箱、个人移动电话、社会工龄起始日、开户银行及账号、通讯地址、紧急联系人信息等。
处理目的	世界范围内进行统一的人力资源管理
处理方式	通过 Workday 系统进行数据处理

3. 行使您的权利

当您就您的个人数据行使权利时，我们会在十五个工作日内反馈您。

4. K-C 中国如何更新本声明和附录

本声明和本附录可能会发生变化。未经您明确同意，我们不会减少您按照本声明和本附录所应享有的权利。我们会在本页面上发布对本声明和本附录所做的任何变更。对于重大变更，我们还会提供更为显著的通知（包括对于某些服务，我们会通过电子邮件发送通知，说明本声明和本附录的具体变更内容）。

本政策所指的重大变更包括但不限于：

- 我们的服务模式发生重大变化。如处理个人数据的目的、处理的个人数据类型、个人数据的使用方式等；
- 我们在所有权结构、组织架构等方面发生重大变化。如业务调整、破产并购等引起的所有者变更等；
- 个人数据的主要接收方发生变化；
- 您参与个人数据处理方面的权利及其行使方式发生重大变化；
- 我们负责处理个人数据保护的责任部门、联络方式及投诉渠道发生变化时；
- 个人数据保护影响评估报告表明存在高风险时。

5. 联系我们

如果您想了解更多与本附录或隐私声明有关的事宜或行使前述文件中的权利，请发送电子邮件至 china.privacy@kcc.com 联系我们。