

PERSONAL DATA PROTECTION POLICY

个人信息保护政策

Respect for your privacy and the protection of your personal data are very important to Terreal. For the sake of transparency, Terreal has adopted a “Personal Data Protection Policy” relative to the personal data that it collects, in accordance with applicable regulations and notably the Personal Information Protection Law of the People’s Republic of China of August 20, 2021 (“PIPL”).

尊重您的隐私和保护您的个人数据对 Terreal 来说非常重要。为了保证信息的透明化, Terreal 根据现行适用法规,尤其是 2021 年 8 月 20 日颁布的《中华人民共和国个人信息保护法》, 针对 Terreal 收集的个人信息制定了“个人信息保护政策”。

1. DEFINITIONS 定义

Consent: of the data subject means any freely given, specific, informed and unambiguous indication that the data subject accepts, by means of a declaration or a clear positive act, for her/his personal data to undergo processing;

同意: 征得信息主体的同意是指任何自由给出的、具体的、知情的和明确的指示, 即数据主体以声明或明确的正面回复接受他/她的个人数据进行处理;

Recipient: the natural or legal person, public authority, service or any other body receiving personal data, whether or not a third party;

接收方: 接收个人数据的自然人或法人、公共机构、服务机构或任何其他机构, 无论是否为第三方;

Entrusted party: entrusted persons accepting entrusted handling of personal information

受托方: 接收委托处理个人信息的受托人

Personal data: all kinds of information, recorded by electronic or other means, related to identified or identifiable natural persons, not including information after anonymization handling.;

个人信息: 是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。

Purpose: objective of a processing operation (e.g. file management, billing....);

目的: 个人信息处理的目标 (如: 文件管理、账单等)

Personal Information Handler: organizations and individuals that, in personal information handling activities, autonomously decide handling purposes and handling methods.

个人信息处理者: 在个人信息处理活动中自主决定处理目的和方式的组织和个人。

Personal information handling: personal information collection, storage, use, processing, transmission, provision, disclosure, deletion, etc.

个人信息处理: 包括个人信息的收集、存储、使用、处理、传输、提供、披露和删除等。

Third party: a natural or legal person, public authority, service or body other than the data subject, the controller, the processor and the persons who, under the direct authority of the controller or the processor, are authorised to process the personal data;
第三方：除信息主体外的自然人或法人，公共机构、服务部门或机构、信息控制者、处理者或经信息控制者和处理者直接授权的，可有权处理个人信息；

2. IDENTIFICATION OF THE PERSONAL INFORMATION HANDLER 个人信息处理者的识别

The Personal Information Handler is Terreal. Your Personal Data are collected by Terreal, the contact details of which are the following:

个人信息处理者为 Terreal. Terreal 将会收集您的个人信息。我们的联系方式如下：

France Terreal Shanghai Representative Office

Block A, Floor 15, No.111, Yili Nan Road,

Minhang District, 201103, Shanghai

法国特力公司上海代表处

上海市闵行区伊犁南路 111 号 15 楼 A 座 邮编 201103

If you have any questions, you can contact:

如您有任何疑问，您可以通过以下方式联系我们

- By postal mail sent to the following address:

France Terreal Shanghai Representative Office

Block A, Floor 15, No.111, Yili Nan Road,

Minhang District, 201103, Shanghai, China

寄送信件：

法国特力公司上海代表处

上海市闵行区伊犁南路 111 号 15 楼 A 座 邮编 201103

- By e-mail: terreal.china@terreal.com.cn
发送电邮: terreal.china@terreal.com.cn

3. COLLECTED PERSONAL DATA 个人信息收集

Terreal may collect the following personal data about you in connection with its management activities relating to the relationship with its clientele, suppliers and partners:

Terreal 在与客户、供应商和合作伙伴相关的管理活动中可能会收集关于您的以下个人信息：

- Identification data: surname, first name, profession,
- Contact details: postal and e-mail address, telephone number;
- Data relating to interactions between customers / prospects and Terreal: contact reports, telephone interviews, e-mails, interviews, telephone conversations;
- In case of speculative application: information mentioned in the document sent by the natural person,
- Data relating to the processing of e-mails and communications sent to you, such as the date and time of receipt of e-mails, the time of their opening, as well as information concerning your interactions with the transmitted content.
- 识别数据：姓名和职业；
- 联系方式：通讯地址、邮箱和电话号码；
- 有关客户/潜在客户与 Terreal 之间互动的数据：联系方式、电话会议、邮件、交流和电话交谈；
- 随机申请：自然人发送的文件中提及的信息；
- 与处理发送给您的邮件和通信相关的数据，例如邮件接收的日期和时间，邮件打开的时间以及与您所传输内容交互的有关信息。

4. LEGAL BASIS AND PROCESSING OF PERSONAL DATA 个人数据的法律依据和处理

As such, Terreal collects and uses your personal data on various legal bases (consent, conclusion or performance of a contract, performing statutory duties, where personal information has been legally disclosed, other circumstances as stipulated by laws) and for various purposes:

Terreal 基于各种法律依据（同意、缔结或履行合同、履行法定职责、个人信息已被合法披露及法律规定的其他情况）并出于各种目的收集和使用您的个人数据：

- Management of contact requests via our websites or WeChat;
- Creation and management of customer accounts with natural persons;
- Management of business contacts directory,
- Integration of prospects;
- Administration of marketing surveys;

- Management of supplier files that include natural persons;
- Management of customer and product training;
- Management of contracts;
- Management of disputes;
- Management of office absences,
- Whistleblowing system,
- Compliance with legal or administrative obligations imposed by lawmakers;
- Should your personal data be processed for different purposes, Terreal will so inform you and obtain your prior consent, when required by law.
- 通过我们的网站和微信管理联系请求;
- 创建和管理自然人客户账户
- 业务联系人名录管理;
- 潜在客户整合;
- 市场调查管理;
- 包括自然人在内的供应商档案管理;
- 客户和产品培训管理;
- 合同管理;
- 争议管理;
- 办公室缺勤管理;
- 举报系统;
- 遵守立法者规定的法律或行政义务;
- 如果出于不同目的处理您的个人数据, Terreal 将在法律要求时通知您并事先征得您的同意。

5. IN WHAT CONTEXT ARE YOUR PERSONAL DATA COLLECTED?

在什么情况下您的个人数据会被收集?

Primarily, Terreal is likely to collect your data:

首先, Terreal 可能会在以下情况收集您的个人数据:

- During exchanges with customers or prospects and when providing the documentation needed for the sale of the requested service.
- Via the websites: <https://www.terreal.com.cn/>
- Via social networks: via the buttons on WeChat, you can follow and/or “like” the posts by Terreal. The information suggested by these actions may be used by the relevant social network. We invite you to consult the privacy policy of these networks in order to learn more about the possible consequences.

- Via institutional third parties such as the State, the land registry, local authorities, associations, etc.
- In the context of data transferability to other registries.
- 在与客户或潜在客户交流期间以及提供销售所要求的服务所需的文件时；
- 通过网站：<https://www.terreal.com.cn>
- 通过社交网络：通过 Wechat 页面上的按钮，您可以订阅和/或点赞 Terreal 发布的内容。这些行为所建议的信息可能会被相关社交网络使用。我们邀请您查阅这些网络平台的隐私政策，以了解有关可能产生的后果。
- 通过第三方机构如国家、土地登记处、地方当局、协会等；
- 在数据可转移到其他登记处的情况下。

6. PERSONAL DATA RECIPIENTS 个人数据接收者

Terreal may also transfer personal data to third parties if such a transfer is necessary for technical reasons (e.g., for website hosting) or to meet legal obligations. Such transfers may be made by Internet, mail, fax or any other means deemed appropriate by Terreal. Terreal 可能会出于技术原因（如网站托管）或履行法律义务而将个人数据传输给第三方。此类传输可能会通过互联网、邮件、传真或 Terreal 认为合适的任何方式进行。

The personal data recipients could notably include:

- Entrusted party,
- Professional advisers (lawyers, auditors, etc.);
- Any recipient exercising a legal mandate and that may require personal information (State services, Courts, etc.).

个人数据接收者主要包括：

- 受托方；
- 专业顾问（律师、审计师等）；
- 任何行使法律授权并可能要求个人信息的接收方（国家服务机构、法院等）

Terreal will ensure that personal data transfers comply with the provisions of the PIPL. Similarly, Terreal has implemented the necessary measures to ensure the protection of personal data, in terms of integrity, confidentiality and availability, in the event of a transfer within or outside China.

Terreal 将确保个人数据的传输符合个人信息保护法的规定。同样，Terreal 已采取必要措施，确保个人数据在中国境内或境外传输时在完整性、机密性和可用性方面得到保护。

7. PERSONAL DATA RETENTION DURATION 个人数据的保留期限

Personal data are retained in accordance with legal and fiscal provisions for a duration that is no longer than required for the purposes for which they have been collected and processed.

根据法律和财政规定，个人数据的保留期限不超过其收集和处理目的所需的期限。

8. YOUR RIGHTS 您的权利

Your rights include being able to access, rectify and define instructions concerning the fate of your personal data after your death, and in certain cases, a portability right regarding your personal data, and the right to object, to limit, to withdraw the processing of your personal data, not to be subject to automated decision-making and to erase your personal data.

您的权利包括能够访问、更正和明确指示在您去世之后如何处理个人数据，在某些情况下，对于您的个人数据的传输及获得、限制、撤销处理您个人数据的权利，而不是自动为您决定以清除您的个人数据。

Only with regard to processing performed after your consent has been obtained, you may also revoke your consent to the processing and use of your data at any time, that will take effect for the future (e.g.: sending of newsletters).

只有在获得您的同意后我们才会处理您的个人信息,您也可以随时撤销对您的个人数据处理和使用的同意,这将在未来生效.(如:发送简讯)

If you have any questions on this subject or wish to exercise your rights, you can contact us while enclosing a copy of your identity card:

如果您对此有任何疑问或希望行使您的权利,您可以联系我们的同时附上您的身份证复印件:

- By e-mail to : terreal.china@terreal.com.cn
- By postal mail sent to the following address:

France Terreal Shanghai Representative Office

Block A, Floor 15, No.111, Yili Nan Road,

Minhang District, 201103, Shanghai

法国特力公司上海代表处

上海市闵行区伊犁南路 111 号 15 楼 A 座 邮编 201103

In any event, you have the right to lodge a complaint with a supervisory authority: the Cyberspace Administration of China (CAC).

在任何情况下,您都有权向监管机构-中华人民共和国国家互联网信息办公室(CAC)提出投诉.

9. SECURITY 安全

Terreal takes all useful precautions, as well as appropriate technical and organisational measures, in order to preserve the security of your personal data, and notably to prevent them from being deformed, damaged, or accessed by unauthorised third parties.

Terreal 采取一切有效的预防措施及适当的技术和组织措施来保护您个人信息的安全,尤其是防止您的个人信息被篡改、破坏或被未经授权的第三方访问。

10. COOKIES

Your browsing on the Terreal Internet sites may result in the use of “Cookies”.

当您在互联网上浏览 Terreal 的网站时，您可能会收到使用 “cookie” 的提示。

A cookie is a small text file deposited on your terminal (computer, tablet or mobile) when visiting a site, using a mobile application or even when viewing an advert. It contains various data elements including the name of the server that placed it, an identifier in the form of a unique number, and possibly an expiration date.

Cookie 是您在终端（计算机、平板电脑或移动设备）访问网站、使用移动应用程序或查看广告时跳出的小文本文件。它包含各种数据元素，包括它所在的服务器的名称、唯一编号形式的标识符以及可能的到期日。

Terreal uses 2 types of cookies:

Terreal 使用 2 种形式的 Cookie

- **Strictly necessary cookies:** these cookies are essential for the proper functioning of the website and cannot be disabled from our systems. Their shelf life is for 6 months.

绝对必要的 Cookies: 这些 Cookies 对网站的正常运行至关重要，不能从我们的系统中禁用。它们的有效期为 6 个月。

- **Audience measurement and performance cookies:** these cookies enable us to analyse your navigation and measure the audience of our website in order to improve its performance. This category includes geolocation and data sharing information automatically collected by Baidu Analytics. Due to the specificities of the Baidu Analytics tool, please erase the cookies of the browser to remove it..

受众数据的测量和性能 Cookies: 这些 Cookies 允许我们分析您的导航并测量我们网站的受众情况，以此提高我们网站的性能。此类别包括由 Baidu Analytics 自动收集的地理位置和数据分享信息。由于 Baidu 分析工具的特殊性，请清除浏览器的 cookies 已将其移除。

When you start browsing on our sites, the “Cookies” banner enables you to accept or reject the cookies that we use. This banner will be displayed until you make a choice and your consent will be retained for 6 months.

当您开始浏览我们的网站时，网页会跳出 “Cookies” 提示使您选择接受或拒绝我们使用的 Cookie。此 Cookie 提示将会在您做出选择之前一直出现，并且您的同意将保留 6 个月。

To configure cookies, or withdraw your consent: [click here](#).

要配置 Cookie 或撤销您的同意：单击此处。

11. MODIFICATION 修改

This data protection policy is effective from February 2022 and subject to change.

本个人信息保护措施自 2022 年 2 月起生效，并可能会发生更改。