



# 隐私声明

## **Takeda's Talent Acquisition System**

### **武田人才招聘系统**

Workday is the talent acquisition system used by Takeda to manage the recruitment and hiring process and track job applications. The system allows candidates to submit a job-specific application or Takeda to notify applicants of job opportunities that align with the individual's skills, experience, and education.

Workday 是武田用来管理招聘和录用流程并跟踪职位申请的人才招聘系统。该系统允许候选人提交特定职位申请，或允许武田向申请人发布符合个人技能、经验和教育的工作机会。

## **Personal Data Takeda collects**

### **武田收集的个人资料**

Through the job-specific application and general profile functionality we collect personal data about you, including, but not limited to:

通过特定职位申请和一般配置文件功能，我们会收集有关您的个人资料，包括但不限于：

- full name, email address and other contact details,  
• 全名、电子邮箱地址和其他联系方式，
- details about your qualifications, skills and experience,  
• 有关您任职资格、技能、工作经验的详细信息，
- details of previous employment with Takeda and/or Takeda affiliates (where applicable),  
• 您以前在武田和/或武田关联方（如适用）的详细工作经历，
- compensation information (where applicable),  
• 薪酬信息（如适用），
- Information relating to your use of the Takeda Careers website such as IP address and cookies.  
• 您使用武田招聘网站的相关信息，例如 IP 地址和 cookies。

Other personal data types collected may include (where applicable and legally permitted or required): disability related information for access arrangements and equal opportunities/anti-discrimination monitoring.

我们收集到的其他个人资料类型可能包括（在适用情况以及法律允许或要求的情况下）：与访问安排和机会均等/反歧视监测等有关的残疾人相关信息。



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## Legal Basis for Processing

### 招聘程序的法律依据

The provision of personal data by you is necessary in order for Takeda to take steps at your request to determine whether to enter into an employment contract with you and where in the legitimate interests of Takeda for the management of the recruitment process.

您需要提供个人信息，以便武田在收到您的申请后确定是否与您签订就业合同，并确定武田招聘流程管理是否保护了您的合法权益。

If your application is unsuccessful Takeda may, in the absence of any objection from you, keep your personal data on file in order to notify you of any future employment opportunities that may be relevant. Where the processing of your personal data solely relies on the consent you provided, you also have the ability to revoke your consent for Takeda to continue processing your personal data at any time by contacting Takeda as outlined in the Enquiries and Complaints section below.

如果您的申请不成功，则在您未提出任何异议的情况下，武田可能会将您的个人资料存档，以便未来通知您可能有的适合您的工作机会。对您个人资料的处理将完全取决于您是否同意；您也可以按照下文“查询和投诉”章节所述，随时联系武田以撤销武田对您个人资料的处理。

## Source of the Personal Data

### 个人资料来源

Takeda collects the personal data about applicants directly from the applicants. Takeda may also collect personal data about applicants, such as references provided by former employers and, where legally permitted or required, employment background check information from background check providers.

武田将直接从申请人处收集其个人资料。武田也可能从前雇主提供的参考资料和（在法律允许或要求的情况下）背景调查提供商处获得的就业背景调查信息，来收集关于申请人的个人资料。

When collecting personal data about you, Takeda will inform you whether the requested information is obligatory or voluntary. If you choose not to provide certain information that is requested, it may not be possible for Takeda to process your application.

当收集关于您的个人资料时，武田会告知您所要求的信息是强制还是自愿提供的。如果您选择不提供所要求的某些信息，武田可能无法处理您的申请。

## How Takeda Uses the Personal Data

### 武田如何使用个人资料

Takeda uses the personal data collected for the following purposes (the “Purposes”):

武田收集到的个人资料将用于以下目的（以下简称“目的”）：

- to assess a candidate’s suitability for employment by Takeda,



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- 评估候选人是否适合受雇于武田；
- to remarket employment opportunities to registered individuals,
- 向已注册个人再次推销就业机会；
- to share information about working at Takeda, and
- 分享武田的工作信息；以及
- To seek voluntary feedback via online surveys on the job application and interview experience.
- 通过在线调查获得有关工作申请和面试经验的自愿反馈。

## How Takeda Protects Personal Data

### 武田如何保护个人资料

Takeda and/or its affiliates maintain appropriate physical, administrative and technical measures and safeguards to protect personal data about you from loss, misuse, unauthorized access, disclosure, alteration and/or destruction.

武田和/或其关联方将持续使用适当物理、行政、技术措施，以保护您的个人资料免遭丢失、误用、未经授权访问、披露、更改和/或销毁。

## Personal Data Disclosures and Sharing

### 个人资料披露和共享

Personal data collected through Workday may be disclosed, viewed and used by Takeda's Human Resources personnel who will share such information with individuals (including hiring managers and interviewers) involved in the hiring process.

通过 Workday 收集的个人资料可能会被武田人力资源部门的人员查看和使用，他们将与参与招聘流程的个人（包括招聘经理和主持面试者）共享此类信息。

Personal data about you may be shared by Takeda with its affiliates for the Purposes and in order to enable Takeda and/or its affiliates to meet their respective legal obligations.

武田可能会出于某种目的而与其关联方共享您的个人资料，以便武田和/或其关联方能够履行其各自的法律义务。

Takeda and/or its affiliates may engage service providers, agents, contractors or other third parties ("Third Parties") to perform services for or on its behalf, including, but not limited to, the processing of personal data about you for the Purposes, and, as a result, Takeda and/or its affiliates may share personal data about you with such Third Parties. Takeda has executed appropriate contracts with such Third Parties prohibiting them from using or sharing personal data except as necessary to perform the contracted services with Takeda, or on Takeda's behalf, or to comply with applicable legal requirements.

武田和/或其关联方可以委托服务提供商、代理商、承包商或其他第三方（以下简称“第三方”）为其或代表其提供服务，包括但不限于处理您的个人数据以达到目的，因此武田和/或其关联方可



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能会与第三方分享您的个人资料。武田已经与这些第三方签署了适当的合同，除了与武田一起或代表武田履行合约服务或遵守适用的法律要求所必要的情况之外，禁止他们使用或共享个人数据。

The transfer of personal data by Takeda to its affiliates or to any Third Parties may necessarily take place outside the European Economic Area and/or Switzerland, to countries which may not always provide the same level of protection as in those countries, but for which Takeda and/or its affiliates have taken appropriate steps to ensure that any personal data is adequately protected.

武田向其关联方或任何第三方提供的个人资料可能会发生在欧洲经济区和/或瑞士之外，可能并不总是提供与这些国家同等保护水平的国家，但武田和/或其关联方已采取适当措施，以确保任何个人资料得到充分保护。

## Your Rights

### 您的权利

Individuals in the EU have certain data subject rights which may be subject to limitations and/or restrictions. These rights include the right to: (i) request access to and rectification or erasure of their personal data; (ii) obtain restriction of processing or to object to processing of their personal data; and (iii) the right to data portability. If you wish to exercise any of the above mentioned rights, please use the contact information below. Individuals in the EU also have the right to lodge a complaint about the processing of their personal data with their local data protection authority.

欧盟境内个人有可能受制于限制因素和/或限制条件的某些数据主体权利。这些权利包括以下权利：（i）要求查阅和更正或删除其个人资料；（ii）获得处理其个人资料或反对处理其个人资料的权利；以及（iii）数据可移植性权利。如果您想要行使任何一个上述权利，请使用下面的联系信息。欧盟境内个人也有权向当地数据保护机构提出关于其个人资料处理的投诉。

## How long Takeda retains the Personal Data

### 武田的个人资料留存期

Personal data will only be stored as long as necessary for the purposes for which it was collected subject to local laws and regulations and legitimate business needs.

根据当地法律法规和合法业务需求，个人资料只会根据其收集目的进行必要时长的存储。

If your application for employment is unsuccessful, typically Takeda will retain your personal data for a limited period of time, as may be more specifically determined under applicable local laws, contractual requirements (including those with any Third Parties) and/or any applicable internal retention schedules, after which your personal data will be deleted.

如果您的求职申请不成功，通常武田会将您的个人资料保留一段有限的时间，这可能根据当地法律、合约要求（包括与任何第三方的合约要求）和/或任何适用的内部留存时间表作出更具体的决定，之后，您的个人资料将被删除。

If your application for employment is successful your personal data will be transferred into your employee personnel file.

如果您的求职申请成功，您的个人资料将被转移到您的员工人事档案中。



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## Enquiries and Complaints

### 查询和投诉

If you require a copy of your personal data, or if you would like to update, correct or delete it, or if you have any enquiries or would like to submit written complaints about Takeda's privacy practices, please send a written request including your name, and contact information (e.g. telephone, email address, mailing address) to us at:

如果您需要您个人资料的副本，或者您想要更新、更正或删除您的个人资料，或者您有任何疑问或希望提交关于武田隐私惯例的书面投诉，请向我们发出书面请求，并发送至以下地址，书面请求中应包含您的姓名和联系方式（如电话、电子邮件地址、邮寄地址）：

### Data Privacy Office:

#### 数据隐私办公室：

Attn: Data Protection Officer

联系人：数据保护专员

Mailing Address:

邮寄地址：

Legal Department, Takeda Pharmaceuticals International AG, Thurgauerstrasse 130, CH-8152 Glattpark-Opfikon (Zuerich), Switzerland

瑞士（苏黎世州）格拉特帕克-欧普菲康图尔高街 130 号，武田制药国际股份有限公司法务部

Email Address: [dataprivacy@takeda.com](mailto:dataprivacy@takeda.com)

电子邮箱地址：[dataprivacy@takeda.com](mailto:dataprivacy@takeda.com)

Takeda will respond to such requests within thirty (30) business days. Takeda understands the different local requirements of managing personal data, therefore we cooperate with relevant data protection authorities about any requests or complaints concerning our handling of your personal data.

武田将在三十（30）个工作日内回应此类要求。武田理解在个人资料管理方面不同的当地要求，因此，我们与相关数据保护机构合作，以处理有关我们处理您个人资料的任何请求或投诉。

**Effective Date** This Privacy Notice is effective from April 2018.

**生效日期：**本隐私声明自 2018 年 4 月起生效。

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**网站 Cookie：**武田招聘网站使用 cookies 和类似技术。通过使用武田招聘网站，您同意接受我们的[隐私声明](#)，包括我们的[Cookies 声明](#)