

## **Recruitment Data Privacy Notice**

This Recruitment Data Privacy Notice ("**Notice**") is provided by the member firms and entities of Baker & McKenzie (the "**Firm**", "**us**", "**our**" or "**we**"). It describes in high level terms how personal data (as defined below) may be processed when you apply for a position with the firm.

### **Who is the controller of my personal data?**

The controller of your personal data (i.e., the personal information processor as defined under the Personal Information Protection Law of the PRC). is the Baker & McKenzie entity to which you are applying for a position (the "**Firm**").

### **What personal data will be processed?**

As part of the recruitment process, the Firm will process such personal data about you as may be reasonably necessary for recruitment and onboarding purposes. Such data may include:

- identification information (e.g., name, age and other identification documents);
- education and career history;
- contact details;
- information provided in your application form;
- any other information collected from you as part of the interview process;
- background check information (subject to applicable laws);
- information required for compliance with the Firm's legal obligations in the field of recruitment.

### **What legal bases are relied on for processing personal data?**

The legal bases which the Firm relies on to process your personal data include processing which is necessary for exercising the Firm's employment rights, processing which is required in order to perform a contract with you and/or your consent.

The Firm may ask for your consent to process personal data in specific circumstances during the recruitment process. Such circumstances may include conducting background checks prior to your employment where necessary and permitted by local laws, as well as retaining your personal data to inform you of any future vacancies.

### **Who will my personal data be shared with and where will it be transferred?**

Your personal data may be disclosed by the Firm to carefully selected third parties. These may include Baker & McKenzie entities other than that to which you are applying, and/or external service providers which the Firm uses in the context of its general business. As such, your personal data may be transferred to areas outside of your home country. In these circumstances, the Firm takes all necessary measures to ensure your personal data remains adequately protected in accordance with applicable laws.

### **Your rights regarding your personal data**

You may have certain rights regarding the personal data you provide us. These include your rights to request access, correction, deletion, restriction and objection to the use of your personal data, as well as the right to request a copy of your personal data and to not be subject to automated decision-making. For further details on the rights which are applicable to you when we process your personal data, please see the additional local recruitment data privacy notice applicable to the local office to which you are applying.

### **How long will the Firm retain personal data?**

the Firm will only retain your personal data for as long as necessary for the recruitment process. However this is subject to the specific legal and regulatory retention obligations applicable the local office to which you are applying. Please see the relevant local recruitment data privacy notice for further details.

### **Contact Us**

If you have any questions or comments regarding this Recruitment Data Privacy Notice or our data privacy practices, please contact us here:

Talent Management Team  
Baker & McKenzie  
[chinalegalrecruitment@bakermckenzie.com](mailto:chinalegalrecruitment@bakermckenzie.com)