



Notice to Candidates for Employment with NPD - PRC

1. Scope of Notice

This Notice applies to each candidate (“**you**”) for employment with NPD Information Consulting (Shanghai) Co., Ltd. (“**NPD China**”). The data administrator of your personal data is NPD China and in limited cases both NPD China and The NPD Group, Inc., with offices at 900 West Shore Road, Port Washington, NY 11050, U.S. (collectively hereinafter, “**NPD**”, “**we**” or “**us**”).

This Notice provides information about NPD's personal data processing practices.

By giving your explicit consent by checking the relevant tick box(es) under the consent notice below and then submitting your application, you agree that we will use, collect, disclose, transfer and otherwise process your personal data as set out in this Notice.

2. Your Personal Data

The data administrator of your personal data is NPD. This Notice sets out information regarding the privacy and protections accorded to your personal data by or on our behalf. When used in this Notice, the term “**personal data**” means any data in connection with a specific individual, which can be used, separately or in combination with other data, to identify the individual.

3. Purposes of Processing Your Personal Data

Your personal data will be processed by NPD to evaluate and administer your candidacy for employment with NPD China.

Your personal data will be processed by electronic means as well as by organized filing systems of hardcopy documents. If you do not provide personal data that we have indicated is mandatory, do not give us your consent to the collection, use, disclosure, transfer and/or other processing of the personal data, or if you object to or otherwise withdraw your consent to the processing of your personal data, we may not be able to consider you for employment by NPD China.

4. Types of Personal Data Processed

NPD processes different types of your personal data, to the extent permitted under applicable laws:

- Contact information (such as your name, address, email address and phone number);
- Employment position(s) sought;
- CV and cover letter;
- Educational history and grades;
- Employment history;
- Additional experience information (such as summary of employment history and educational background, previous work for NPD, non-compete obligations, skills, records and appraisals, educational degrees and statements of opinion or intention);
- Work authorization information (including sponsorship information as applicable); and
- Availability.

Certain of the types of personal data we collect as set out in this Notice may be considered sensitive personal data and additional rules may apply in respect of sensitive personal data. When used in this Notice, the term “**sensitive personal data**” is defined under applicable laws and regulations and may include identity cards, mobile phone numbers and information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, criminal background, and health or sex life as well as biometric data.

5. Processing Your Personal Data

The Group is committed to ensuring that all candidate personal data is:

- Processed fairly and lawfully;
- Processed for specific purposes only, and not in any manner incompatible with those purposes;
- Adequate and relevant;
- Kept accurate;
- Retained no longer than necessary;
- Processed consistent with your rights; and
- Kept secure.

NPD is also committed to ensuring that all your personal data is processed with your consent. You have the right to opt-out of the consent so given, and you may withdraw your consent at any time.

6. Sharing Your Personal Data with Third Parties

Where necessary for the purposes described in this Notice, your personal data will be shared by us with The NPD Group, Inc. and entities within its group of companies (the "**Group**"), Group and third party service providers who maintain reasonable security practices commensurate with applicable laws and regulations, and government agencies, or as permitted by applicable laws and regulations. In some cases, Group and third party service providers may be granted access to a specific Group database, but their access is restricted on a need-to-know basis via access limitations. Group entities and third parties with whom your data will be shared include Group HR and IT personnel responsible for recruitment or IT processing and security functions, third parties providing IT services and support for any of the purposes described in this Notice, and in-house and outside counsel.

Wherever required under applicable law or regulations, we will enter into with Group and third party service providers data processing or similar agreements that require in particular that such service providers will maintain the same level of personal data protection as implemented by NPD and as required by applicable laws and regulations.

7. Transfers of Data Outside of Your Country

When you provide your personal data on Workday Recruiting, that personal data (as described in Section 4. above) will be transferred to NPD and Workday in the U.S., and to The NPD Group Australia Pty Limited in Australia, and may also be transferred to other Group entities or to third parties described in Section 6. above, located outside your country of residence, notably for the following purposes:

- To evaluate and administer your candidacy for employment;
- To apply a globally consistent approach as far as job candidate management is concerned;
- To fill any vacant positions from within NPD China and the Group;
- To facilitate the efficient operation of the Group's business;
- To allow Human Resources staff and line management to carry out talent management, succession planning and succession management;
- To analyze and prepare the company or a function or department for any structural changes or shifts; and
- On a strictly need to know basis only, to enable persons to whom data is being disclosed to carry out their respective roles (e.g. for reporting or analyzing purposes or simply to permit the efficient and correct administration of data).

In some cases, transfers of your personal data may be made to countries that are considered by the European Commission or by other governmental entities or authorities to offer adequate protection to personal data. In other cases, transfers may be made to countries, like the U.S., that are not considered to offer adequate protection of personal data; transfers to those countries will be made pursuant to the standard contractual clauses approved by the European Commission, relevant national equivalents thereof, or other safeguards where permissible.

Although highly unlikely, transfers may be made to respond to law enforcement requests or discovery procedures, or where required or permitted by applicable laws, court orders, government regulations, or government authorities (including tax and employment). Such transfers may entail access by courts or governmental authorities outside your country, after having ensured that only your minimal necessary data is disclosed and transferred, or that such data is de-identified or that, where possible, appropriate stipulative court orders have been issued.

8. Data Security

Your personal data will be secured by taking security measures that are commensurate with the sensitivity of the personal data processed. To this end, the Group maintains reasonable physical, technical, and administrative security measures

(including IT system monitoring) with a view to protecting candidate personal data against theft; accidental loss; unauthorized alteration; unauthorized or accidental access, processing, erasure, use, disclosure or copying; and/or accidental or unlawful destruction.

9. Updating Your Data/Your Rights

For as long as your candidacy is active, you have the responsibility to ensure that all your personal data is kept up to date on Workday Recruiting.

You have the right under applicable laws and regulations to access and correct personal data concerning you, subject to limited exceptions that may be prescribed by applicable laws and regulations. Where justified and allowed by applicable laws and regulations, you may also require that your personal data be deleted or blocked (including without limitation in the event of a data breach), or you may be entitled to withdraw your consent to processing, or object to further processing, of your personal data. You may also make a complaint about how your personal data is handled by us.

To obtain further information about our data protection policies and practices, to exercise your right of access, correction, deletion, blocking, objection, and complaint, or to notify changes in your personal circumstances, as well as to exercise any other right you may have under applicable laws and regulations, please send a signed request to NPD, Att'n Winni Yang, Human Resources, Room 901-902, Nanfung Tower, 1568 Huashan Road Shanghai 200052, P. R. China or an email to talentacquisition@npd.com.

10. Retaining Your Data

The Group will retain all personal data of unsuccessful candidates for 18 months from your last log-in date on Workday Recruiting so that we may have the option of contacting you for Group job openings, unless you request deletion in accordance with Section 9 of this Notice. Personal data of successful candidates will be retained in compliance with applicable laws and the Group's data protection policies and notices.

11. Changes to this Notice

Unless we obtain your express consent, any material changes that we make to this Notice will only apply to personal data collected after the revised notice took effect.

12. Our Recruitment Methods

The NPD Group, Inc. is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status or any other characteristic protected by law.”

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS NOTICE, AND I HEREBY EXPRESSLY AUTHORIZE AND CONSENT TO THE COLLECTION, USE, HOLDING, DISCLOSURE, TRANSFER AND OTHER PROCESSING OF MY PERSONAL DATA (INCLUDING SENSITIVE DATA) AS DESCRIBED IN THIS NOTICE, AND I AGREE TO COMPLY WITH THIS NOTICE AT ALL TIMES. I SPECIFICALLY CONSENT TO THE TRANSFER OF MY PERSONAL DATA TO THE TRANSFER OF MY PERSONAL DATA (INCLUDING SENSITIVE PERSONAL DATA) OUTSIDE OF THE PEOPLE'S REPUBLIC OF CHINA AS DESCRIBED IN THIS NOTICE.

Name:
Date:

Please return a signed copy of this Notice per email to Winni Yang, HR Manager, winni.yang@npd.com, +86.21.6275.2555.

Issued: February 21, 2017
This Notice may be updated from time to time.