

## Clyde & Co Mainland China Privacy Statement

### Who We Are

Clyde & Co in Mainland China consists of three offices in Beijing, Shanghai, and Chongqing. Details of our three offices are set out below:

- **Clyde & Co Beijing Representative Office (HK)** (香港其礼律师事务所驻北京代表处) based in 12F, Beijing Merchants, Tower 118 Jianguo Road, Chaoyang District, Beijing 100022, China.
- **Clyde & Co Shanghai Representative Office (HK)** (香港其礼律师事务所驻上海代表处) based in Level 23 - Shanghai Two, IFC 8 Century Avenue, Shanghai 200120, China.
- **Clyde & Co Westlink JLV** (其礼西联联营律师事务所) based in 701 Tower 5 Corporate Avenue, 25 Ruitian Road, Yuzhong District, Chongqing 400010, China.

### Incorporation of Privacy Notice

This Mainland China specific Privacy Statement incorporates the content and disclosures made on the Privacy Notice page of <https://www.clydeco.com/en/legal-and-privacy/privacy> (“Privacy Notice”).

### Mainland China Notice

Where Clyde & Co in Mainland China processes any personal information within the People’s Republic of China (for the purpose of this Privacy Statement, excluding Hong Kong SAR, Macau SAR and Taiwan), the following additional content and disclosures set forth in this Privacy Statement will apply, to ensure compliance with the provisions of the Personal Information Protection Law (中华人民共和国个人信息保护法) (“PIPL”).

#### Applicable Terms under PIPL

Where the Privacy Notice refers to controller, such term will have the same meaning as a “personal information handler” (个人信息处理者) as defined in PIPL, being the person who determines the processing purposes in personal information processing activities. Similarly, any reference to processor in the Privacy Notice shall have the same meaning as an “entrusted person” (受托人) as defined in PIPL, being a person who processes personal information entrusted by a personal information handler.

#### How do we use your personal information?

The applicable legal bases for processing your personal information for the purposes set out in the Privacy Notice are different. We will process your personal information on the legal bases set out below:

Purpose	Legal Basis
<p><b><u>Contentious legal advice</u></b></p> <p>We obtain information about individuals where this is necessary or appropriate in order to advise our clients on their legal position and to represent them in contentious matters and proceedings. We disclose this information to our clients in connection with our role as legal advisers. In some cases, this information will include sensitive personal information.</p>	<p>For all personal information –</p> <p><b>where your consent has been obtained by us;</b></p> <p><b>where it is necessary to perform our obligations under a contract entered into with you;</b></p> <p><b>or</b></p> <p><b>other circumstances as provided by applicable laws and regulations.</b></p>

	For sensitive personal information – <b>your separate consent.</b>
<p><b><u>Non-contentious legal advice</u></b></p> <p>We obtain information about individuals where this is necessary or appropriate in order to advise our clients on their legal position, to structure their agreements and transactions and on other non-contentious advisory matters. In some cases, this information will include sensitive personal information.</p>	<p>For all personal information – <b>where your consent has been obtained by us;</b></p> <p><b>where it is necessary to perform our obligations under a contract entered into with you;</b></p> <p><b>or</b></p> <p><b>other circumstances as provided by applicable laws and regulations.</b></p> <p>For sensitive personal information – <b>your separate consent.</b></p>
<p><b><u>Service providers</u></b></p> <p>We collect information about you in connection with your provision of services to us or your position as a representative of a provider of services to us. We do not generally look to collect sensitive personal information for this purpose, other than where we are required to do so to meet our legal obligations (see 'Know Your Client and other legal obligations' in the Privacy Notice).</p>	<p>For all personal information – <b>where your consent has been obtained by us;</b></p> <p><b>where it is necessary to perform our obligations under a contract entered into with you;</b></p> <p><b>or</b></p> <p><b>other circumstances as provided by applicable laws and regulations.</b></p>
<p><b><u>Seminars, events and legal updates</u></b></p> <p>If you wish to attend our seminars or events or receive our updates, we ask you to provide us with a limited amount of information (normally your work contact details, your employer's name, your job title, and the legal subjects/events of interest). We use this information in order to communicate with you about our seminars, events and updates, to ensure that you are an appropriate audience for them, and to conduct analysis for marketing purposes.</p> <p>We do not generally look to collect sensitive personal information for this purpose.</p>	For communications with you and all other purposes – <b>your consent.</b>
<p><b><u>Marketing</u></b></p> <p>We use relationship management software to understand the strength of our relationship with our clients and potential clients, which includes individual representatives of those clients - for example records of frequency of contact with those individuals.</p>	For all personal information – <b>your consent.</b>

<p>Where we have an opportunity to pitch for work, we may obtain information about relevant decision makers in order to improve the prospects of our pitch being successful. This information may come from a variety of public databases.</p> <p>As part of our marketing analysis, we track how you interact with our marketing activities - in particular whether you click on any of the links in our marketing materials (such as the legal updates we send you). We are able to record this information against your email address by placing 'cookies' on your device. You can control cookies through the settings or preferences of your browser, as well as through dedicated browser extensions or add-ons. For more information on how we use cookies, please see our separate cookies notice.</p> <p>We do not generally look to collect sensitive personal information for this purpose.</p>	
<p><b><u>Visitors to our websites</u></b></p> <p>A number of facilities on our websites invite you to provide us with your personal information. Where you provide us with information, we will only use it for the purpose for which it has been provided by you.</p> <p>Most of our websites use a small number of non-intrusive cookies to help them work more efficiently and to provide us with information on how the website is being used. In particular, the sites use Google Analytics, a web-based analytics tool that tracks and reports on the manner in which the website is used to help us to improve it. Google Analytics does this by placing 'cookies' on your device. Note that Google will also have its own control of this information, and will hold it on its servers in the United States in accordance with its own privacy policies.</p> <p>You can control cookies through the settings or preferences of your browser, as well as through dedicated browser extensions or add-ons. For more information on how we use cookies, please see our separate cookies notice.</p> <p>We do not generally look to collect sensitive personal information on our websites.</p>	<p>For all personal information – <b>your consent.</b></p>
<p><b><u>Visitors to our offices</u></b></p> <p>We have security measures in place at our offices, which include building access controls and may include CCTV. Images captured by CCTV are securely stored and only accessed on a need to know basis (e.g. to look into an incident). CCTV recordings are typically automatically overwritten after a short period of time unless an issue is identified that requires investigation (such as a theft).</p>	<p>For all personal information - Images captured by CCTV shall be used only for the purpose of safeguarding public security</p>

<p>We require visitors to our offices to sign in at reception and we keep a record of visitors for a short period of time. Our visitor records are securely stored and only accessible on a need to know basis (e.g. to look into an incident).</p> <p>We do not generally look to collect sensitive personal information for this purpose.</p>	
<p><b><u>Staff Recruitment</u></b></p> <p>We ask you to provide personal information to us as part of your job application. We will also conduct checks in order to verify your identity and the information in your application, and obtain further information about your suitability for a role within a law firm. This may include obtaining information from the relevant regulators and the authorities to the extent necessary. In some cases, this information will include sensitive personal information.</p>	<p>For all personal information – <b>your consent.</b></p>

Sensitive personal information includes personal information regarding a person's race, ethnicity, political beliefs, trade union membership, religious or similar beliefs, physical or mental health, sexual life, criminal record, biometric identification, specially designated status, medical health, financial account information and individual location tracking. Please only provide your and any other individuals' sensitive personal information to us where you and each of those individuals whose information you provide to us explicitly consent for us to handle your and their sensitive personal information for legitimate and necessary business purposes (and as further detailed in this Privacy Statement) and you and they have also provided consent for us to transfer and store such sensitive personal information. If you have any questions about the provision of sensitive personal information to us, please contact us.

#### Cross border transfers of your personal information

Where we transfer your personal information outside of the People's Republic of China, we will do so only to the extent permitted by law and subject to any applicable regulatory requirements. This may include putting in place appropriate contracts which are in a form approved by the competent authority in the applicable jurisdiction.

#### Your Rights

In addition to your rights set out in the Privacy Notice, under certain conditions you also have the right to:

- request that your personal information be deleted where (a) the purpose of processing has been achieved, cannot be achieved, or if such personal information is no longer required to achieve such purpose; (b) we cease to offer you services, or the retention period has expired; (c) our processing of your personal information is in violation of laws or administration regulations or in breach of our agreement with you; or (d) this may be requested pursuant to other circumstances provided by laws or administration regulations.
- as a close relative of a deceased individual whose personal information is processed by us, exercise the rights set out in the Privacy Notice for your own legitimate interests unless the deceased individual had made other arrangements before his or her death.

#### **How to contact us**

If you have any questions about this Privacy Statement, would like to exercise any of the your rights, or would like to share any comments with us, please contact our Personal Information Protection Officer at: [dataprotectionofficer@clydeco.com](mailto:dataprotectionofficer@clydeco.com). Generally, we will aim to respond to you within 30 days.

## **Complaints**

If you are not satisfied with our response, including if you consider our processing of personal information to affect your legal rights and interests, you may seek to make a complaint to the Cyberspace Administration of China (“CAC”) at <https://www.12377.cn/> at any time. We would appreciate the chance to first understand and respond to your concerns before you contact the CAC.

## **Privacy Statement Updates**

This Privacy Statement was last updated on 29 October 2021. The Mainland China Privacy Statement may be updated from time to time. We will notify you of any material changes to the Privacy Notice (and this Privacy Statement) if and where this is required by the PIPL or any applicable personal information national standard.

We occasionally will update our Privacy Statement and the terms of our website’s disclaimer. Please periodically check our Privacy Statement and our website’s disclaimer to learn of any changes to our Privacy Statement and disclaimer. This Privacy Statement supersedes all prior versions applicable to our website, with respect to any China specific Privacy Statements.