

Staff Privacy Notice - 员工隐私权声明

Introduction - 引言

Fidelity National Information Services, Inc. and certain members of its affiliated group of owned and controlled subsidiary companies (collectively, “FIS”), including the FIS company that employs or contracts with you, have adopted a comprehensive program to safeguard and protect the personal data it processes relating to identified or identifiable employees, applicants for employment and independent or licensed contractors, as well as personal data of other persons in relationships with such employees, applicants for employment and contractors that are relevant to their relationship with FIS (such as for global mobility, emergency contact, and benefits purposes as applicable) (collectively, “Staff Personal Data”). Fidelity National Information Services, Inc. 及其所属和控制的子公司组成的关联集团的某些成员（统称“FIS”），包括雇用您或与您之间有合约关系的 FIS 子公司，实施了一项综合程序，以保障和保护其所处理的、与确定的或可确定的雇员、求职者、独立或许可承包商相关的个人数据，以及同与 FIS 存在关系的该等雇员、求职者和承包商相关的其他人的个人数据（例如为适用的全球流动、紧急联系和适用的受益目的）（统称“员工个人数据”）。

The purpose of this notice is to provide you further details regarding the Staff Personal Data that may be processed by FIS and how FIS collects and uses Staff Personal Data before, during and after your employment or contract with FIS. The term “processing” is used in this notice to cover all activities involving Staff Personal Data, including collecting, handling, updating, storing, deleting, sharing, accessing, using, transferring, and disposing of the Staff Personal Data. We encourage you to read this notice (including the Appendix) carefully and understand the contents. If you have any questions relating to FIS processing of Staff Personal Data, you should contact the FIS Privacy Office using the contact information listed in the Appendix. 本声明的目的是向您提供有关 FIS 可以处理的员工个人数据的进一步信息，以及告知您在受雇或与 FIS 建立合约关系之前、期间和之后，FIS 如何采集和使用员工个人数据。“处理”一词在本声明中的含义涵盖涉及员工个人数据的所有活动，包括采集、处理、更新、存储、删除、分享、访问、使用、转移和处置员工个人数据。我们希望您能仔细阅读本声明（包括附件），并理解其内容。若您对 FIS 处理员工个人数据有任何疑问，可以按照附件中列示的联系方式联系 FIS 隐私权办公室。

The primary data controller for your Staff Personal Data is the FIS company which employs you or to which you have made an application. If you have any questions about who this company is then **Daimary Eldredge** in The People Office at [Daimary Eldredge](#)

当您受雇于 FIS 公司或向 FIS 公司申请职位时，FIS 公司是您的员工个人数据的主要数据管理员。如果您对公司身份有任何疑问，请通过 [Daimary Eldredge](#)

Description of Data Processing - 数据处理描述

Staff Personal Data includes all personal information collected and processed in the context of an individual's working relationship with FIS. For example, FIS processes Staff Personal Data regarding job candidates, employees (whether temporary or regular), contingent workers, independent contractors, retirees, and persons formerly in such roles with FIS. FIS also processes Staff Personal Data regarding relatives, dependents or other persons in relationship with job candidates, employees, contingent workers, independent contractors, retirees and persons formerly in such roles with FIS when their personal information has been given to FIS by such persons with a working relationship with FIS. A list of the types of Staff Personal Data that may be processed is set out in the

Appendix, together with the purposes of the data processing and the categories of the recipients of the data that may apply. 员工个人数据包括在个体与 FIS 存在工作关系的情况下采集和处理的所有个人信息。例如，FIS 处理有关求职者、雇员（无论临时或正式）、临时工、独立承包商、退休人员以及之前任职这些 FIS 职位的员工的员工个人数据。当该等与 FIS 存在工作关系的人员向 FIS 提供了亲属、家属或其他人的个人信息时，FIS 也处理有关求职者、雇员、临时工、独立承包商、退休人员和之前任职这些 FIS 职位的员工的亲属、家属或其他人的员工个人数据。附件中列出了可以处理的员工个人数据的类型清单、处理数据的目的，以及适用的获取数据的接收人的类型。

In some jurisdictions, Staff Personal Data that is considered “sensitive personal data” under applicable laws may need to be collected as required or permitted by local law, for example for the purposes of complying with equal opportunity measures or local tax requirements. In the attached Appendix, the relevant data categories in which sensitive personal information might be included are listed separately. 在某些管辖区域，根据适用法律，被视为“敏感个人数据”的员工个人数据可能需要按照当地法律的要求或允许采集，例如为遵守机会平等措施或当地税务规定。在附件里，单独列出了可能包含敏感个人数据的相关数据类型。

The Staff Personal Data may be provided to FIS directly by the person to whom it relates, or by another person or company. For example, if you make an application for employment or accept employment with FIS, FIS may obtain information from recruiters, employment research firms, identity verification services, the references you provide, third-party websites, including through LinkedIn, and other publicly available sources. Where permitted by local law and with your consent, FIS may request background or credit checks from public authorities or financial institutions to evaluate your eligibility for employment or for certain tasks, as well as your medical information if required to evaluate your eligibility for employment benefits. For the purposes of meeting regulatory requirements, personal data may be screened against third-party identification services and government-provided databases which contain personal data and return results regarding potential matches to publicly available data. 员工个人数据可以由相关的个人直接提供给 FIS，或由其他人或公司提供给 FIS。例如，如果您申请或接受 FIS 的职位，则 FIS 可从招聘人员、就业研究公司、身份验证服务、您提供的参考、通过包括领英在内的第三方网站以及其他公开可用的资源中获取信息。如已获当地法律允许及您的同意，FIS 可请求政府机关或金融机构进行背景或信用核查，以评估您的就业资格或某些特定风险以及医疗信息（如果需要评估您的员工福利的适用性）。为符合法定要求，第三方验证服务以及政府提供的包含个人数据的数据库可对个人数据进行筛查，并将潜在配对结果返回至公共可用数据。

Why FIS collects, uses and stores this Staff Personal Data

FIS 为什么采集、使用并存储员工个人数据

FIS collects, uses and stores Staff Personal Data where necessary to administer your contractual relationship with FIS or in connection with services or opportunities which you request, where necessary to comply with a legal obligation, and where necessary pursuant to FIS' legitimate interests and where these interests are not overridden by your data protection rights. This means where we have a good legal reason to do so that does not prejudice your rights in any way. For example, FIS has a legitimate interest in ensuring the security and integrity of its facilities and systems and in ensuring that relevant information for the conduct of our business is available across the FIS group. FIS may also process your Staff Personal Data in limited circumstances where you have given consent. Where FIS asks for consent, you are free to withhold or revoke it. 在有必要遵守法定义务、符合 FIS 的合法权益以及这些关系并未损害您的数据保护权利的基础上，FIS 在必要时采集、使用并存储员工个人数据，以管理您与 FIS 的合约关系或有关您请求的服务或机会。这意味着我们有正当的法定理由采取不以任何方式损害您的权利的上述行为。例如，FIS 享有合法权益，以确保保护其设施及系统的安全性与完整性，以及确保 FIS 集团可使用相关的业务运营信息。

在征求您的同意后，FIS 也可在限定的情况下处理您的员工个人数据。若 FIS 征求您的同意，您可自由拒绝或收回同意。

For more information on FIS' legal basis for processing Staff Personal Data, please consult the Appendix. 如您需要获取处理员工个人数据的相关得更多 FIS 法律依据信息，请参见附件。

Who do we share your data with? - 我们和谁分享您的数据

As FIS operates internationally, FIS needs to make Staff Personal Data available to other FIS entities and to selected external third-party service providers, such as payroll, benefit, and pension providers as well as tax advisors and information technology service providers performing services at the request of FIS. FIS may also make Staff Personal Data available to other third parties, such as law enforcement, tax authorities, other public bodies and upon your request to marketing companies where such transfers are lawful and appropriate. 由于 FIS 开展国际业务，FIS 可能需要向其他 FIS 企业和精选外部第三方服务供应商，例如工资、福利和养老保险提供商，以及按照 FIS 要求提供服务的税务顾问和信息技术服务供应商提供员工个人数据。FIS 还可以向其他第三方提供员工个人数据，例如执法机构、税务机关、其他公共机构以及应您的请求提供给营销公司，只要该等转移是合法且适当的。

Is your data sent abroad? - 您的数据是否被传送到国外？

Such entities and third parties may be located in countries that may not have the same privacy /data protection laws and regulations as your home country. FIS will ensure that the Staff Personal Data will remain protected as required by applicable laws, even when transferred cross border to a third party, including through the use of European Commission-approved model clauses and other data transfer safeguards. 该等实体和第三方可能位于不具备与您母国同等的隐私权/数据保护法律和法规的国家。即使在跨境转移到第三方的情况下，FIS 也将确保员工个人数据得到适用法律规定的保护，包括通过使用欧洲委员会批准的标准条款及其他数据传送保障措施。

For more information on how FIS safeguards transfers of Staff Personal Data, please contact the FIS Privacy Office as provided below. 为获取 FIS 在传送员工个人数据时的保护方式的更多信息，请联系以下所示的 FIS 隐私权办公室。

Security - 安全

FIS is committed to the confidentiality and security of the Staff Personal Data. FIS' systems in which the Staff Personal Data are processed are protected by secure network architectures that contain firewalls and intrusion detection devices. Access to the Staff Personal Data within FIS is limited to those individuals who need the information to perform their job duties. These people have unique identifying codes and passwords that must be used to access the systems that hold Staff Personal Data. FIS 承诺确保员工个人数据的保密性和安全性。FIS 的员工个人数据处理系统由包含防火墙或入侵检测装置的安全网络体系保护。在 FIS 范围内访问员工个人数据仅限于为履行工作职责需要获取信息的人。该等人士有特殊的识别代码和口令，在登录记录员工个人数据的系统之前必须输入该识别代码和口令。

Choices and Rights - 选择与权利

You may request further details regarding FIS' processing of your Staff Personal Data in accordance with local applicable law. 您可以要求获取有关 FIS 依据当地适用法律处理您的员工个人数据的任何进一步信息。

You have certain rights over your personal data including: 您享有您的个人数据的某些权力，包括

- A right to access your data, - 查看您的数据的权利
- A right to erase certain data, - 删除某些数据的权利;
- A right to stop your data being processed in certain circumstances, and - 在某些情况下停止处理您的数据的权利，以及
- A right related to automated profiling. 有关自动分析的权利。

There are limitations in relation to these rights. Please consult the FIS Privacy Office or your local competent data protection authorities for more details. 您在行使这些权力时是有限制的。请咨询 FIS 隐私权办公室或您的当地管辖数据保护机关，以获取更多详情。

It is your responsibility to (1) notify your People Office Manager, and (2) correct in the FIS People Office Information System (Workday, RMSystems, Agresso) any change to either your own Staff Personal Data details or that of others in relationship with you which are relevant to your relationship with FIS (e.g. for global mobility, emergency contact, and benefits purposes) such as home address, next of kin, bank account details, etc., so that accurate employment records can be maintained. 您应当负责(1)通知您的人事处经理，并且(2)在 FIS 人事处信息系统 (Workday, RMSystems, Agresso) 上对您本人的员工个人数据信息，或与您相关且与您和 FIS 的关系相关的其他人（例如为全球流动、紧急联系和受益之目的）的信息进行更正，如家庭地址、近亲、银行账户信息等，以便 FIS 拥有正确的雇用记录。

If you are a job applicant, retiree, or other person without access to the FIS People Office Information System or a People Office Manager, such requests should be directed to the FIS Privacy Office using the contact information listed below. 若您是一位求职者、退休员工或无法登陆 FIS 人事处信息系统或无法联系到人事处经理的其他人，该等要求可以通过附件中列示的联系方式直接向 FIS 隐私权办公室提出。

Where Staff Personal Data is processed for the purposes of direct marketing, procedures will exist allowing you to “opt-out” from having your Staff Personal Data used for such marketing. This option refers to offers marketing consumer goods or FIS products or services to you, and will not permit the “opt-out” from normal and customary communications regarding the employment relationship, including employee benefits and health and wellness programs made available by FIS. 在员工个人数据的处理用于直接营销目的的情况下，将允许您选择将您的个人员工数据“退出”用于该等营销的程序。本选择权涉及向您营销生活消费品或 FIS 产品或服务的情况，且不允许“退出”与您就雇用关系，包括雇员福利以及 FIS 提供的健康计划进行的日常及惯例性沟通。

Changes to this Notice - 声明变更

As this notice is updated or modified, the current version will be posted, and any material changes from previous versions highlighted, on the on the Corporate Governance section of figlobal.com and the Corporate Compliance page of FISandMe. 随着本声明的更新或修订，现行版本将在 figlobal.com 网站的公司治理板块，和 FISandMe 的公司合规页面公布，且对之前版本做出的任何重大变更将突出显示。

Contact points for data protection enquiries:

有关数据保护查询的联系方式

Chief Privacy Officer - 首席隐私保密官

FIS
601 Riverside Avenue
Jacksonville, FL 32204
E-mail: privacyoffice@fisglobal.com

Data Protection Officer - 数据保护专员

FIS
25 Canada Square, Canary Wharf
London E14 5LQ
United Kingdom
电子邮箱: data.protection@fisglobal.com

Include your question regarding data privacy/security along with your contact details. 请写明您的数据隐私权/安全问题，以及您的联系方式。

EU individuals can contact the EU Supervisory authority if they have a complaint about how their data has been processed. Please contact the FIS Privacy Office if you unsure where to direct a complaint. 如果他们对其数据的处理方式有疑问，欧盟个体可联系欧盟监管当局。如果您不确定投诉咨询方向，请联系 FIS 隐私权办公室。

APPENDIX - Description and Uses of Staff Personal Data

附件一员工个人数据类型和使用

Purposes of the Processing - 处理目的

Staff Personal Data may be processed for the following purposes:

员工个人数据的处理可用于如下目的：

Purpose of Processing - 处理目的	Legal ground(s) for use 使用的法律依据
<p>Designing, evaluating, benchmarking, and administering: 设计、评估、检测和 管理：</p>	<p>FIS relies on: FIS 依靠：</p> <ul style="list-style-type: none"> • The need to process personal data to fulfill the employment relationship or requests for employee benefits; 处理员工个人数据的需求，以便为员工福利而实现雇佣关系或请求 • FIS' legitimate interests in conducting sanctions and anti-money laundering screening and meeting regulatory requirements; FIS 在以下方面享有合法权益：执行惩罚和反洗钱筛查以及遵守法律要求 • FIS' legitimate interests in developing and managing its workforce; and FIS 享有发展并管理其职员的合法权益；以及 <p>The explicit consent of the employee where legally required. 当法律要求时，雇员的明确同意。</p>
<p>Compensation and benefits programs, including salary, bonuses, pensions, medical benefits, insurance policies, vacation, and leaves of absence for employees and dependents 补偿和福利计划，包括雇员和家属的薪水、奖金、津贴、医疗福利、保险政策、假期和休假</p>	
<p>Diversity programs, including compliance with diversity objectives FIS controlled recognition and rewards programs Employment-related education, training, and awareness programs 多样性计划，包括遵守多样性目标 FIS 控制识别和奖励计划 就业教育、培训和宣传计划</p>	
<p>Global mobility programs, including the transfer, relocation and movement of employees and dependents 全球流动计划、包括雇员和家属的转移、迁移和劳动</p>	
<p>Job descriptions 岗位描述</p>	
<p>Manpower and succession programs 人才及接续计划</p>	
<p>New hire and departing staff activities and programs 新聘和离职人员活动与计划</p>	
<p>Recruitment programs 招聘计划</p>	
<p>Workplace safety and security measures 工作场所安全和保障措施</p>	

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
Assembling, maintaining and disseminating: 采集、维护和传播	Business employment records for past, present, and potential employees 过往、现任和潜在雇员的就业记录	<p>FIS relies on: FIS 依靠:</p> <ul style="list-style-type: none"> The need to process personal data to fulfill the employment relationship; 处理员工个人数据的需求, 以便实现雇佣关系; Its legitimate interests in preserving records for business purposes, assuring security at its facilities and systems, and making contact information available to relevant employees; and 其在为业务目的而保留记录, 确保其设备及系统的安全性并向相关雇员提供可用的联系信息方面的合法权益; 以及 The consent of the employee where legally required. 当法律要求时, 雇员的明确同意。
	Company directories 公司名录	
	Emergency contact information 紧急联系信息	
	Identification credentials 鉴定证书	
Supporting, executing, and facilitating: 支持、执行和促进:	Business conferences and travel 商务会议和差旅	<p>FIS relies on: FIS 依靠:</p> <ul style="list-style-type: none"> The need to process personal data to fulfill the employment relationship or requests for employee benefits; 处理个人数据的需求, 以便为雇员福利而实现雇佣关系或请求; FIS' legitimate interests in developing and managing its workforce; FIS 享有发展并管理其职员的合法权益; 以及 FIS' legitimate interests in promoting and delivering its products and services, developing business opportunities, and maintaining the security and integrity of its facilities, systems and IT infrastructure; and FIS 享有以下方面的合法权益: 推广并交付其产品和服务、开发业务机会并保持其设备、系统和 IT 基础设施的安全性和完整性; 以及 The consent of the employee, where legally required. 当法律要求时, 雇员的明确同意。
	Business negotiations and transactions 商务谈判和交易	
	Business operations, including staffing proposals and client billing, Business transition activities, including mergers, acquisitions, and divestitures 经营活动, 包括人员安置建议和委托人计费; 业务转型活动, 包括合并、收购和剥离	
	Company marketing efforts, including websites, conferences, brochures, business cards and other promotional media events and materials 公司营销工作, 包括网站、会议、宣传册、商业名片和其他宣传媒体时间和资料	
	Compliance with contractual obligations 履行合同义务	
	Identification for security and systems authentication 安全识别和系统认证	

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
	Internal and external business communications, including email 内部和外部业务交流，包括电子邮件	
Complying with: 遵守:	Applicable laws, regulations, and legal requirements, including reporting and disclosure obligations and tax filings 适用法律、法规和法定要求，包括报告和披露义务以及纳税申报	<p>FIS relies on: FIS 依靠:</p> <ul style="list-style-type: none"> Legal record-keeping and reporting requirements; 合法地保留记录和报告要求; FIS' legitimate interests in conducting sanctions and anti-money laundering screening and meeting regulatory requirements; FIS 在以下方面享有合法权益：执行惩罚和反洗钱筛查以及遵守法律要求; The need to process personal data to fulfill the employment relationship or requests for employee benefits; 处理个人数据的需求，以便为雇员福利而实现雇佣关系或请求; FIS' legitimate interests in developing and managing its workforce; FIS 享有发展并管理其职员的合法权益；以及 FIS' legitimate interests in promoting and delivering its products and services, developing business opportunities, and maintaining the security and integrity of its facilities, systems and IT infrastructure; and FIS 享有以下方面的合法权益：推广并交付其产品和服务、开发业务机会并保持其设备、系统和 IT 基础设施的安全性和完整性；以及 The consent of the employee where legally required. 当法律要求时，雇员的明确同意。
Conducting: 执行:	Audits and accounting, financial and economic analyses 审计与会计、财务和经济分析	<p>FIS relies on: FIS 依靠:</p> <ul style="list-style-type: none"> FIS' legitimate interests in developing and managing its workforce; FIS 享有发展并管理其职员的合法权益；以及 FIS' legitimate interests in conducting sanctions and anti-money laundering
	In accordance with local law, workplace investigations into alleged policy violations, misconduct related to work, safety, and security concerns 依据当地法律，对指控的工作、安全和安	

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
	<p>保相关的违反政策、渎职行为进行工作场所调查</p> <p>Opinion and engagement surveys 意见和就业调查</p>	<p>screening and meeting regulatory requirements; FIS 在以下方面享有合法权益：执行惩罚和反洗钱筛查以及遵守法律要求；</p> <ul style="list-style-type: none"> • The need to process personal data to fulfill the employment relationship or requests for employee benefits; 处理个人数据的需求，以便为雇员福利而实现雇佣关系或请求； • Its legitimate interests in preserving the integrity of the FIS workplace and understanding employee preferences; and 其在维持 FIS 工作场所的完整性和理解雇员偏好方面享有合法权益；以及 • The consent of the employee where legally required. 当法律要求时，雇员的明确同意。
Considering and evaluating: 考量和评估：	Applicants for employment or engagement 职位申请人	FIS relies on: FIS 依靠：
	FIS controlled conduct, job performance and attendance, including for the purposes of performance appraisals, compensation decision-making, promotion, transfer, redeployment, and termination FIS 管理行为、工作绩效和出勤情况，包括为了绩效评估、薪酬决策、推广、转移、调动和终止之目的	<ul style="list-style-type: none"> • The need to process personal data for evaluation and tracking absences as an integral component of the employment relationship; 为评估和追踪作为完整的雇佣关系一部分的缺勤而产生的处理个人数据的需要； • The need to process personal data to fulfill the employment relationship or requests for employee benefits; 处理个人数据的需求，以便为雇员福利而实现雇佣关系或请求；
	Leaves of absence 休假	<ul style="list-style-type: none"> • Its legitimate interests in managing its workforce and hiring appropriate personnel; 其在管理员工和雇佣合适的人员方面享有合法权益； • Its legitimate interests in analyzing performance and providing adequate compensation; 其在分析绩效和提供足够的薪酬方面享有合法权益；
	Requests for reasonable accommodations, fitness for duty 要求合理的住宿，适当履职	<ul style="list-style-type: none"> • The explicit consent of the employee where legally required; and 当法律要求时，雇员的明确同意；以及

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
		<ul style="list-style-type: none"> Its legitimate interest to satisfy legal requirements and to provide reasonable accommodations and assess fitness for duty. 其在满足法律要求、提供合理的住宿以及评估职责适用性方面享有合法权益。
Maintaining and improving: 维护和提升:	Workplace and staff health 工作场所和员工健康	FIS relies on: FIS 依靠: <ul style="list-style-type: none"> Its legitimate interests in promoting and improving health, safety, security and performance; 其在提高并改善健康、安全、安保及绩效方面享有合法权益; FIS' legitimate interests in promoting and delivering its products and services, developing business opportunities, and maintaining the security and integrity of its facilities, systems and IT infrastructure; FIS 享有以下方面的合法权益: 推广并交付其产品和服务、开发业务机会并保持其设备、系统和 IT 基础设施的安全性和完整性; 以及 Legal requirements to provide a safe and healthy work environment; and 法律要求其提供安全健康的工作环境; 以及 Explicit consent, where legally required. 当法律要求时, 明确同意。
	Workplace and staff safety and security 工作场所与员工安全与保障	
	Workplace operations and performance 工作场所操作和性能	
Protecting: 保护:	Safety and security of personnel, workplaces, and company assets, by implementation of identity authentication and other security measures, control of access to workplaces, monitoring of activity in company work locations, and execution of backup and storage procedures 通过进行身份认证和其他安全措施、控制进入工作场所、监督公司工作场所活动, 以及执行备份和存储程序, 落实人员、公司场所和公司资产的安全和保障	FIS relies on: FIS 依靠: <ul style="list-style-type: none"> FIS' legitimate interests in promoting and delivering its products and services, developing business opportunities, and maintaining the security and integrity of its facilities, systems and IT infrastructure; FIS 享有以下方面的合法权益: 推广并交付其产品和服务、开发业务机会并保持其设备、系统和 IT 基础设施的安全性和完整性; 以及 Its legitimate interests in protecting the safety and security of staff, systems and facilities; and

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
		其在保护员工、系统及设施的安全性和安保方面享有合法权益；以及 <ul style="list-style-type: none"> • Explicit consent, where legally required. 当法律要求时，明确同意。
Preventing and detecting: 阻止和检测：	Crime 犯罪	FIS relies on: FIS 依靠： <ul style="list-style-type: none"> • Its legitimate interests and legal obligations; 其合法权益及法定义务； • FIS' legitimate interests in conducting sanctions and anti-money laundering screening and meeting regulatory requirements; FIS 在以下方面享有合法权益：执行惩罚和反洗钱筛查以及遵守法律要求； • Its legitimate interest in protecting its rights and property; 其在保护其权利和财产方面的合法权益； • Its legitimate interests in managing its workforce and hiring and retaining appropriate personnel; and 其在管理员工并雇佣和维持合适的人员方面的合法权益；以及 • Explicit consent, where legally required. 当法律要求时，明确同意。
Monitoring and reviewing: 监督和审核	Communications and information on Company systems, including email and website usage, in connection with workplace investigations into alleged policy violations, misconduct related to work, safety, and security concerns 与对指控的与工作、安全和保障相关的违反政策、渎职行为进行工作场所调查而有关的网页使用 关于公司系统的交流和信息，包括与工作场所相关的电邮、网站使用 对指控的与工作、安全和保障相关的违反政策、渎职行为进行调查	FIS relies on: FIS 依靠： <ul style="list-style-type: none"> • Its legitimate interests in protecting the integrity of FIS services, facilities, systems and staff; 其在保护 FIS 服务、设施、系统和员工的完整性方面的合法权益； • FIS' legitimate interests in developing and managing its workforce; and FIS 在开发并管理员工方面的合法权益；以及 • Explicit consent where legally required. 当法律要求时，明确同意。

Purpose of Processing - 处理目的		Legal ground(s) for use 使用的法律依据
	Compliance with company policies, procedures, and processes 遵守公司政策、程序和流程 FIS controlled attendance FIS 控制出勤 Activity in FIS work locations FIS 工作场所的活动	
Preparing for, defending, participating in, or responding to: 准备、辩护、参加和回复：	E-discovery requests for information 信息的电子发现请求 Litigation or potential litigation 诉讼或潜在诉讼	FIS relies on: FIS 依靠： <ul style="list-style-type: none"> • Legal requirements to participate in legal process; 法律要求其参加诉讼程序； • FIS' legitimate interests in conducting sanctions and anti-money laundering screening and meeting regulatory requirements; FIS 在以下方面享有合法权益：执行惩罚和反洗钱筛查以及遵守法律要求； • Its legitimate interests in protecting its rights; and 保护其权利的合法权益；以及 • Explicit consent where legally required. 当法律要求时，明确同意。
Processing and administering: 处理和管理	Payroll, tax, and other required withholdings (such as court-ordered garnishments) 工资、税收和其他规定预提税款（例如法院命令的扣押） Reimbursements for business travel and other reimbursable business expenses 差旅补助和其他可补偿的业务支出	FIS relies on: FIS 依靠： <ul style="list-style-type: none"> • The need to process personal data to fulfill the employment relationship or requests made by the employee; 处理个人数据的需求，以便实现雇佣关系或满足雇员提出的请求； • Legal requirements to participate in legal process; and 法律要求其参加诉讼；以及 • Explicit consent where legally required. 当法律要求时，明确同意。

Categories of Data - 数据类型

Staff Personal Data processed concern the following categories of data:
处理的员工数据涉及如下数据类型：

Data Category - 数据类型	Examples - 举例
Advice, opinions, and other comments 建议、意见和其他评论	Engagement surveys, exit interviews. 就业调查、离职面谈
Attendance data 考勤数据	Work absences, leave entitlements and requests, attendance records, paid and unpaid leave records. 缺勤、休假权和请求、考勤记录、带薪和不带薪休假记录
Bank and financial details 银行和财务信息	Payroll and/or expense reimbursement direct deposit banking information, credit card information. 工资和/或支出补偿直接存款银行信息，信用卡信息。
Benefit data 福利数据	Insurance, powers of attorney, benefit plans records for employees and/or dependents enrolled in, benefit continuation records. 保险、授权委托书、在册雇员和/或家属福利计划记录，福利持续记录。
Business travel and movement data 商务差旅和活 动数据	Travel data, including travel schedules; lodging, conveyance, meals, and other expenses. 差旅数据，包括差旅日程：住宿、交通、餐饮和其他支出。
Company property issuance data 公司财产发布数据	Records of Company-issued assets, equipment, and vehicles. 公司发放资产、设备和交通工具记录。
Compensation data 薪酬数据	Base salary, bonus, and other compensation elements, pay type, pay grade, pay level, full time equivalent (FTE), currency, compensation requests (past and current); employment terms. 基本薪资、奖金和其他薪酬元素，支付类型、工资等级、工资基准、全工时评量(FTE)、货币、薪资要求（过去和现在）；聘期。
Dependent information 家属信息	Personal contact and identity data on dependents and significant others. 亲属和其他重要人员的私人联系和身份数据。
Disciplinary data 纪律数据	Warnings; letters of reprimand; written and oral counselling. 警告；惩戒信；书面和口头咨询。
Grievance data 申诉数据	Complaints, tribunal data. 投诉、仲裁庭数据。
Information recorded on or in Company systems, equipment or documents 在公司系统、设备或文件中记录的信息	Emails, text messages; web site usage, voicemail recordings, calendar, or diary entries, correspondence, including Personal Data included in or on company systems, equipment or documents by employees or independent contractors. 电子邮件、正文信息；网站使用、语音信箱记录、日程和日志、通信，包括雇员或独立承包商记录在公司系统、设备或文件中的个人信息。
Key card and access records 钥匙卡和访问记录	Dates, times, and locations of entry and exit from controlled facilities; computer and system logon/off audit trails. 登录和退出管理设备的日期、时间和地点；计算机和系统登录/退出的审计记录。
Military status 军籍	Branch of service; rank; dates of enlistment or discharge; discharge status; disabled veteran status; awards or medals granted; protected veteran status. 服务部门；军衔；入伍或退役日期；退役状态；残疾老兵身份；授予奖励或奖章；受保护老兵身份。
Organizational data 组织数据	Name, company structure, organizational charts, reporting relationships, titles, work contact details, email, accounting code details; employment terms, job descriptions and salary levels

Data Category - 数据类型	Examples - 举例
	名称、公司架构、组织架构图、报告关系、职位、工作联系信息、电邮、会计代码信息；聘期、岗位描述和薪资水平
Payroll processing data 工资处理数据	Name, government-issued ID, home address, email, time attendance, remuneration, compensation data, hire date, termination date, employment terms, dependents data, bank and financial data, benefit data, accounting code details, withholdings and deductions and benefit enrolments with employee contribution. 名称、政府发放的 ID、家庭地址、电子邮箱、准时考勤、报酬、薪酬数据、雇佣日期、终止日期、聘期、家属数据、银行和财务数据、福利数据、会计法规详情、预提税和减免和雇员贡献的福利登记。
Performance and employment 绩效和雇佣信息	Performance assessments, performance counselling, letters of appreciation, details performance complaints. 绩效评估、绩效咨询、感谢信、详情、效能投诉。
Personal details and contact information 个人信息和联系信息	Name, gender, birth date, place of birth, home address, phone numbers, email, government-issued identification numbers, identification numbers issued by or on behalf of the company, signatures, handwriting. 姓名、性别、出生日期、出生地、家庭地址、电话号码、电子邮箱、政府发放的身份号码，公司或代表公司发放的身份号码，签名和字迹。
Photo, video, or audio recordings 照片、视频或音频记录	Information collected by security systems, closed-circuit television; profile photographs, voice mail, recorded trainings, conferences, or marketing materials. 安保系统、闭路电视采集的信息；肖像照片、声音邮件、培训记录、会议和营销资料
Recruiting and application data 招聘和申请数据	Application details, applicant testing results. 申请信息和申请测试结果。
Reports of misconduct or policy violations 渎职或违反政策报告	Records of oral, written, email, telephone or Ethics Portal, Ethics Hotline, FSIRT, SIRI-P and similar reports pertaining to alleged and confirmed staff misconduct or violations of company policies. 关于指控和确认的员工渎职、或违反公司政策的口头、书面、电邮、电话或道德门户网站、道德热线、FIRST、SIRI-P 报告和类似报告
Right to work / immigration data 工作权/移民数据	Right to work documents; nationality, residency, citizenship, passport, and visa information. 工作权文件；国籍、住所、公民、护照和签证信息。
Talent, education, and training details 人才、教育和培训信息	Education, skills, work experience, prior employment, accomplishments, projects, development and training, language skills, technical skills, educational background, professional certifications and registrations, membership in professional bodies and organizations. 教育、技能、工作经验、先前履历、成就、项目、发展与培训、语言技能、技术技能、教育背景、执业证书和登记、职业机构和组织的成员资质。
Work history 工作经历	Dates of hire and/or termination; title; dates of promotion, training courses attended, acknowledgement of company policies, reason for resignation or termination, public offices held, publications.

Data Category - 数据类型	Examples - 举例
	聘用和/或解聘日期；职位；升职日期，参加培训课程、公司政策的认可，辞职或解聘理由，担任公职，出版物。
Work schedule data 工作表数据	Planned and actual working times, billable and administrative time records; employment terms. 计划和实际工作时间，结算和管理实践记录；聘期
Workplace safety data 工作场所安全数据	Reports, photographs, video recordings. 报告、照片和视频记录。

Sensitive Data (if appropriate) - 敏感数据（如适用）

In some jurisdictions Staff Personal Data that is considered “sensitive personal data” under applicable laws may need to be collected as permitted or required by local law, for example for the purposes of equal opportunity measures or tax purposes. What is considered sensitive personal information varies from country to country, but generally includes information relating to a person’s sexual orientation, racial or ethnic origin, alleged or actual criminal offense, physical or mental health or condition, trade union membership, political opinions, religious belief, or genetic data. Please note that this does not mean that all the listed examples of sensitive personal information will be processed for every employee, but only in so far as deemed necessary for the purposes of the legitimate interests pursued by FIS from time to time and always in compliance with local applicable laws and practice. Applicable local law may in some circumstances require the data subject’s consent to process sensitive personal data. 在某些管辖区域，依据适用法律被视为“敏感个人数据”的员工个人数据，可能需要按照当地法律许可或规定采集，例如为了公平机会措施或税收目的。不同的国家之间，被视为敏感个人信息的信息存在差异，但一般来说，包含关于一个人的性取向、种族或民族本源、指控或实际犯罪、身体或心理健康或状况、工会会员、政治观点、宗教信仰和遗传基因数据的信息。请注意，这并不意味着每位雇员的以上举例的敏感个人数据将被处理，而是仅在 FIS 不时寻求合法利益的必要情况下，并且始终要遵守当地适用的法律和实践。适用的当地法律可在某些情况下可能要求数据主体对处理敏感个人数据表示同意。

Staff Personal Data processed may concern the following categories of sensitive data: 被处理的员工个人数据可能涉及以下类型的敏感数据：

Sensitive Data Category 敏感数据类型	Examples - 举例
Data revealing offenses, criminal convictions or information deriving from security measures 揭示犯罪行为、刑事罪行的数据或来自安全措施的信息	Criminal proceedings, outcomes, and sentences; driving history, prior employment, substance abuse screening; court records and background check information. 刑事诉讼、结果和判决；驾驶记录，先前履历、滥用药物检查；法院记录和背景调查信息。
Data revealing sex life 揭示性生活的数据	Personal contact and identity data on dependents and significant others; marital/partnership status, accommodation, and housing information 关于家属和其他重要人的个人联系和身份数据；婚姻/伙伴关系、住宿和住房信息

Sensitive Data Category 敏感数据类型	Examples - 举例
Data revealing personal credit and financial information 揭示个人信用和财务信息的数据	Credit check, child support, debt payments. 信用检查、子女抚养、债务偿还。
Data revealing physical or mental health or condition 揭示身体或心理健康或状况的数据	Physical limitations and special needs; on-site screenings; company referrals for medical or counselling support; substance abuse testing; health certifications. 身体限制和特殊需求；现场检查；公司推荐寻求医疗或专业支持；滥用药物检测；健康证明。
Data revealing racial or ethnic origin 揭示种族或民族本源的数据	Racial designations, nationality, cultural identity. 种族名称、国籍、文化认同。
Data revealing religious affiliation or beliefs or other beliefs of a similar nature 揭示宗教信仰或其他类似性质信仰的数据	Affiliation with religious organizations, declaration of religious preference. 参加宗教组织、宗教信仰声明。
Data revealing trade union membership 揭示工会会员的数据	Union or works council records, directories, meeting documentation and other materials. 工会或劳资委员会记录、目录、会议文件和其他资料
Data revealing political opinions 揭示政治观点的数据	Professional and other affiliations, offices held, publications and writings. 专业和其他附属机构、担任职务、出版物和著作

Recipients - 接收人

The Staff Personal Data processed may be disclosed to the following recipients or categories of recipients: FIS People Office, Legal, Compliance, Risk Management, Audit, Finance and Accounting, Security, Information Systems, members of the Board of Directors, management personnel, and FIS-selected service providers and other third parties. 处理员工个人数据可以向如下或如下类型的接收人披露：FIS 人事处、法律、合规、风险管理、审计、财务和会计、安保、信息系统、董事会委员会成员、管理层人员以及 FIS 精选服务供应商和其他第三方。

Storage limits and other relevant information - 存储限制和其他相关信息

Staff Personal Data will be retained for as long as there is a business need or as required by law and regulation. More information on FIS' data retention standards may be found in the Record Management Policy found in the FIS Enterprise Policy Office on [FISandMe](#). Consult your local FIS Legal Department for specific records retention policies for your country. If you are a job applicant, retiree or other person without access to FIS systems to review such policies, requests for such information should be directed to the [FIS Privacy Office](#). 只要符合业务需求或法律法规要求，员工个人数据将予以保留。关于 FIS 数据保留标准的更多信息，可以参见 [FISandMe](#) 的企业政策办公室的数据分类政策。您可以咨询当地的 FIS 法律部门获取贵国特定记录保留政策。若您是一名求职者、退休人员或无法访问 FIS 系统审核该等政策的其他人，您可以向 FIS 隐私权办公室要求获取该等信息。