

Privacy Statement

1. How we collect and use your Personal Information

Personal information refers to all kinds of data related to identified or identifiable natural persons that are electronically or otherwise recorded, excluding data that are anonymized. Sensitive personal information refers to the personal information of which the leakage or illegal use could easily lead to the violation of the personal dignity of a natural person or harm to personal or property safety, including data on biometric identification, religious beliefs, specific identity, health care, financial accounts, personal whereabouts, and personal information of minors under the age of fourteen.

It is not compulsory for you to provide Personal Information to us. However, without the provision of your Personal Information, under certain circumstances, you may not be able to use our Official Services properly, and we may not be able to respond to or resolve your issues.

1.1 Personal Information provided by you to us

When you register and use our Official Services, we will collect your Personal Information in accordance with the provisions of the national laws and regulations.

1.2 Information automatically collected during interaction with us or using our Official Services

In order to manage the Official Services; to collect statistical data of the broad range of users and visitors; and to diagnose server and software problems based on your Personal Information, the following Personal Information might be automatically collected when you register, use, or access our Official Services:

- 1) Device and network information: We will collect relevant information about your device when you use our Official Services, including device type, name, model, or identifier; type and version of operating system or browser; language settings, IP address, network service provider;

2) Interactive information: Information submitted directly to us when you use our Official Services or interact with us, including your request for information, the inquiries you enter or questions/information you raised;

3) Log information: When you use our Official Services or view its contents, we will automatically collect and store necessary log information, including **visit time, access path**, IP address, event information.

2. How we use Cookie

1) Cookie is small text files placed on a website visitor's computer or device, which identify it to our server. Cookies do not identify individual users, only the computer used. They are widely used in order to make websites work more efficiently, as well as to provide certain information to the owners of the site.

Each cookie used on our website have a range of different purposes. Some cookies will be necessary to enable basic functions on our website.

2) To ensure the proper functioning of our official services, we sometimes temporarily store small data files called cookies on your computer or mobile device.

3) You have the right to accept or reject all cookies. You can reject cookies by modifying your browser settings or setting your mobile device. However, if you choose to reject cookies, you may not be able to log in or use services or features that rely on cookies.

4) Information obtained through the cookies we stored will be subject to this Statement.

3. External Link

Our websites may contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies. Please read these policies before you submit any personal data to these third party sites.

4. How we share, transfer and disclose your Personal Information

We respect your privacy and shall comply with the applicable laws to keep your Personal Information in strict confidence and will not unlawfully sell your Personal

Information to others.

You fully understand and agree that we have the right to process your Personal Information without your prior consent in the following circumstances:

- 1) Where it is necessary for the conclusion or performance of a contract to which you are a contracting party, or for the management of human resources in accordance with contracts signed and labour related policies and policies according to applicable laws;
- 2) Where it is necessary for us to fulfill statutory responsibilities or obligations;
- 3) Where it is necessary to respond to public health emergencies, or for the protection of life, health and safety of a natural person under emergency circumstances;
- 4) Where Personal Information is reasonably processed for the purposes of news reporting, supervision by public opinion, or other activities for public interests;
- 5) Where Personal Information disclosed by yourself or legally available from open sources are reasonably processed by us in compliance with applicable laws;
- 6) Other circumstances as required by laws and regulations.

5. How we protect and retain your Personal Information

We attach great importance to the security of Personal Information. We employ appropriate physical, administrative and technical safeguards to protect your Personal Information from unauthorized access, disclosure, use, modification, damage or loss.

6. How long we retain your Personal Information

We will retain your information in line with relevant laws and regulations within an reasonable timeframe. After the above timeframe, we will delete your personal information or anonymise your personal information.

7. Your rights in Personal Information processing activities

You shall ensure that all Personal Information provided by you are accurate and complete. We will do our best to maintain the accuracy and completeness of Personal Information and update such data in a timely manner.

Where permitted by applicable laws, you have the right to:

- 1) Access and copy the Personal Information we collected about you;

- 2) Request us to update or correct your inaccurate Personal Information, or complete your incomplete Personal Information;
- 3) Allow, refuse or limit our use of your Personal Information;
- 4) Request us to delete your Personal Information;
- 5) Request us to explain the Personal Information processing rules;
- 6) Request us to transfer your Personal Information to a designated Personal Information processor, provided such transfer meets the conditions stipulated by the National Cyberspace Administration.

As permitted by applicable laws, you also have the right to revoke your consent at any time when we process your Personal Information based on your existing consents. However, revocation of consent shall not affect the legality and effectiveness of our processing of your Personal Information based on your consent before revocation, nor will it affect our processing of your Personal Information based on other appropriate justifications. Please also note that your revocation may result in certain consequences, such as you are not able to use our Official Services normally and fully.

8. How this Statement updates

This Statement will be updated in accordance with actual circumstances and relevant requirements of laws and regulations, and such updates form a part of this Statement. If such update results in a material reduction or change of your rights under this Statement, we will publish the notification in the prominent position on our Official Services for your attention prior to the effective date of the updated Statement, **after which, your continued use of our Official Services shall be deemed as you have thoroughly read, understood and agreed to be bound by the updated Statement.**

“Material changes” mentioned above includes, but not limited to the following:

- 1) Significant changes of data processing mode in our Official Services. For example, changes to the purpose and method of processing Personal Information, changes to the Personal Information types and their retention period, and changes to the main object of Personal Information sharing, transfer or disclosure;

- 2) Changes to your rights and ways of exercising your rights relating to processing of Personal Information;
- 3) Changes to our responsible departments, contact details or complaint channels for Personal Information protection;
- 4) Where the Personal Information security impact assessment report indicates the existence of high risks;
- 5) Other circumstances that will materially affect your personal rights and interests.

9. Disclaimer

We shall not assume legal liabilities under the following circumstances:

- 1) Any leakage of Personal Information resulting from the disclosure of your password to or sharing of your account with others by yourself;
- 2) Any leakage, loss, embezzlement or alteration of Personal Information caused by hacking, computer virus intrusion or seizure, government control, or other force majeure;
- 3) Any legal disputes and consequences arising from Personal Information disclosure by other external websites or systems linked to the Official Services;
- 4) The Personal Information disclosed by our Official Services in accordance with the provisions of laws, regulations or rules, or for public safety purposes.

10. Contact Us

If you have any questions, complaints, or suggestions about this Privacy Statement or data protection-related matters, please contact us by email: _itsc_support@uic.edu.cn.

We will endeavour to deal with your request as soon as possible.