

**Acquisition and processing questionnaire
of "Personally Identifiable Information " ("PI") in China.**

I. General information regarding PI

1. Person-related information from employees

- a. What is the number of employees whose PI is collected and/or processed by the company?
- b. To what extent (MB/GB/TB) is PI of employees recorded and processed by the company?
- c. What kind of PI the employee collects and processes the company?
- d. For what purpose is the PI collected and processed? Is this done exclusively for the purpose of employment or fulfillment of employment contracts or for the fulfillment of the company's legal obligations?
- e. Has the company already obtained proper written consent from employees to process their PI?

2. Person-related information from other person

- a. What is the number of third parties (e.g., employees of manufacturers, suppliers, customers, service providers) whose PI is collected and processed by companies?
- b. To what extent (MB/GB/TB) is PI from third parties collected and processed by the company from third parties?
- c. What kind of PI from third parties does the company collect and process?
- d. For what purpose is the PI collected and processed? Is this done solely for the purpose of fulfilling the contractual relationship or for the fulfillment of the company's legal obligations?
- e. Has the company already obtained proper written consent from employees to process their PI?



3. Transfer / Collection of Personally Identifiable Information outside China

- a. Does the company transmit PI collected in China to a third party outside China? If yes, please list the name of the third party (name / company name, ID number / commercial registration number, nationality / place of business, address, contact details) and describe how the PI is transmitted outside China (Feel free to summarize in an attachment).
- b. As part of the collection process, are the PIs stored directly with a third party outside China or can a third party outside China directly view and/or download the PI stored in China? If yes, please describe the process from an IT perspective and describe which IT solution (cloud system, local server, etc.) is used to receive/collect the PI. The following points are particularly relevant here:
 - Please describe the form in which the PI will be transmitted to the third party outside of China and.
 - How does the third-party IT solution outside of China process the PI and what kind of IT solution is it specifically?
 - To what extent is personal information transferred to a third party outside of China.
 - In what way can third parties outside of China view and/or download the PI within the IT solution?
- c. Has Company already signed an agreement with the third party regarding the transmission / collection of PI according to points a. and b. above ? If yes, please provide us with this agreement.

4. Collection/transmission of person-related information within China

- a. Please describe with which IT solution the company in China captures and processes PI.
- b. Does the company transmit PI to a third party in China? If yes, please describe the third party (name / company name, ID number / commercial registration number, nationality / place of business, address, contact details), the transmission process and the purpose of the transmission (Feel free to summarize in an attachment).
- c. Has company contracted a third party to process collected PI? If yes, please describe the third party (name / company name, ID number / trade



register number, nationality / place of business, address, contact details) and the form and purpose of the commissioned processing (Feel free to summarize in an attachment).

- d. Is the company contracted by a third party to process PI?
- e. Does the company publish PI (on the Internet, in company brochures, etc.)? If yes, please describe the publication process and the purpose of the publication.

II. Business activity

- a. Please briefly describe the business activity of the company. Which products are mainly manufactured and/or traded? What service does company mainly provide?
- b. Please describe the company's distribution channels (online / offline retail, etc.).
- c. Has/will the company buy/purchase or sell/sell PI for business purposes? If yes, please describe the transaction.
- d. In which business area has or will the company collect and process PI ? Please describe the process.
- e. In what business sector has the company provided or will it provide personal information to a party outside China?

III. Procedural requirements and data protection officer

- a. Has company established written management procedures and codes of practice for the collection and processing of PI? If yes, please send us the documentation.
- b. Is there an official data protection officer in the company who is responsible for the protection of PI ?



IV. Technical measures

Have technical or administrative measures been taken to protect PI?

V. Operator of critical infrastructures

Is the company a critical infrastructure operator (operator of key network facilities, operator of information systems in key industries and sectors such as public communications and information services, energy, transportation, water management, finance, public services, e-government, national defense science)?