

Qurate Retail Group Privacy Notice

Table of Contents

Qurate Retail Group (EEA and UK) Applicant Privacy Notice	3
Background	3
Other Laws and Processes.....	3
Controller and Data Protection Officer	3
About the Information We Collect.....	4
What Information	5
How We Collect and Use the Information.....	6
Why We Collect the Information and How We Use It.....	7
Automated Decision Making	8
How We May Share the Information.....	8
Trans-Border Data Transfers	8
How Long We Keep Your Information	9
How We Protect Your Personal Data	9
Your Rights.....	10
How to Contact Us.....	11
Changes to the Privacy Notice	11
Appendix 1- Legal Basis and Purposes.....	12
California Applicant Privacy Notice.....	14
Introduction	14
Purposes for Using Personal Information	14
Personal Information Collected and Used.....	15
採用応募者の個人情報取扱いについて	17
1. 利用目的	17

2. 第三者への提供について	17
3. 外部委託について	17
4. 共同利用について	17
5. 保有個人データの開示・訂正・利用停止等について	18
6.安全管理措置	19
7.お問合せ窓口	19
中华人民共和国申请人隐私通知	21
背景.....	21
处理个人信息的合法性基础.....	21
使用个人信息的目的	21
收集和使用的个人信息	22
我们可能如何共享信息	22
跨境数据传输	23
我们如何保护您的个人数据.....	25
如何联系我们	26

Qurate Retail Group (EEA and UK)

Applicant Privacy Notice

August 2023

Background

At Qurate Retail Group ("**QRG**" or "**we**"), we are committed to protecting the privacy, confidentiality, and security of your ("**you**" or "**Applicant**") personal data. As your prospective employer, we need to collect personal data about you for, the purposes of recruitment, and we are acting as a "data controller" of such data under applicable data protection laws. This means that we are responsible for deciding how we hold and use personal information about you.

This Privacy Notice (hereinafter "**Privacy Notice**") explains what personal data we will hold about you, how we collect, process, use it, and how we share information about you during the application process, and how long such data is retained for. We are required to notify you of this information, under various data protection legislation. Please ensure that you read this Privacy Notice and any other similar notice we provide to you from time to time when we collect or process personal data about you.

We encourage you to complete all sections of the application form, as this will be used throughout the recruitment and selection process. There is some information that we are legally required to obtain from you, and there is other information that we would ask you to please provide if you consider it appropriate.

Other Laws and Processes

Where QRG's use of personal data is limited by local laws (including employment law) or where QRG's use of personal data is subject to other mandatory processes (for example, works councils), then this Privacy Notice is subject to those other relevant laws and processes.

Controller and Data Protection Officer

This Privacy Notice applies to all Applicants for positions with a QRG company. When this Privacy Notice uses the term "Affiliates", that means the companies that directly or indirectly own Qurate Retail, Inc. and the companies that Qurate Retail, Inc. directly and indirectly owns, including Cornerstone Brands, Inc., HSN, Inc., QVC, Inc. and entities listed below.

The data controller of your personal data depends upon which QRG entity you are applying to. In this Privacy Notice, when we say "**QRG**" we mean your applicable data controller, as set out in this table. Controllers are applicable as defined by law in each market.

QRG market you are applying to	Controller (where applicable) or hiring entity
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Italy	QVC Italia S.r.l., Via Guzzina 18, Brugherio, (MB), Italy
Poland	Qurate Retail Group Global Business Services Sp. z o.o with its registered office in Kraków, 30-552 at Wlelicka 30, registered in the register of entrepreneurs kept by District Court for the capital city of Krakow Srodmiescie, XI Commercial Department of the National Court Register under KRS No.: 0000620594, NIP (tax identification number): 6762508527, REGON: 364239874 with share capital of 5000 PLN
Germany	QVC Handel S.à rl & Co. KG Plockstr. 30, 40221 Düsseldorf Deutschland; QVC Call Center GmbH & Co. KG; QVC Call Center Verwaltungs-GmbH; QVC eService LLC & Co. KG; QVC Grundstücksverwaltungs GmbH; QVC eDistribution LLC & Co. KG (all together „ QVC Germany “)
UK	QVC UK, Building 8, Chiswick Park, 566 Chiswick High Road, London W4 5XU, United Kingdom

QVC Italy, Germany, UK, QRG Global Business Services (Poland) are part of a group of companies under QRG and other companies in this group include QVC, Inc., with an address of 1200 Wilson Drive, West Chester, Pennsylvania 19380; HSN, Inc., with an address of 1 HSN Drive, St. Petersburg, Florida 33729; and Qurate Retail, Inc., with an address at 12300 Liberty Boulevard, Englewood, Colorado 80112, USA. During QVC's recruitment process, these other companies may be controllers of personal data.

The Data Protection Officer ("**DPO**") for QVC Italia, QVC UK, and QVC Poland is Jeffrey God, who can be reached by email at one of the following for the respective in-scope countries: DPOUK@qvc.com or Italy.privacy@qvc.com or, and by regular mail at QVC, Attention: Jeffrey God, 1200 Wilson Drive, West Chester, Pennsylvania 19380, USA.

The "**DPO Germany**" for QVC Handel S.à rl & Co. KG, is Dr. Thorsten B. Behling, who can be reached by email at Konzern Datenschutzbeauftragter@QVC.com and by regular mail at QVC, Attention: Dr. Thorsten B. Behling, WTS Legal Rechtsanwaltsgesellschaft mbH, Sachsenring 83, 50577 Cologne, Germany.

Privacy queries related to QVC entities located in China and within the United States may be directed to privacy.statement@qvc.com, and by regular mail at QVC, Attention: Privacy, 1200 Wilson Drive, West Chester, Pennsylvania 19380, USA.

You may contact the relevant Data Protection Officer if you have questions about QVC's use of your personal data. The collection and processing of personal data when you act as a QVC's customer is regulated by the Privacy Policy found on the relevant customer-facing website.

About the Information We Collect

What Information

During the recruitment process, we may collect, store and use the following information about you, as required by the position you apply for, in compliance with local laws:

Address book data (contact information), such as

Your name and work and personal contact details (i.e., address, home and mobile phone number, email address) or other information you have provided to us in your curriculum vitae (including you prior education, skills competencies, etc.), application form or covering letter.

Current Job & Organizational Data, such as

Position ID, job or position title, function, department, manager, business title, job type or code, business site, company, supervisory, cost center and region affiliation.

Additional data (where relevant) related to the execution of the employment contract, as required by the position at time of contract, such as

Marital status, citizenship information, visa information, national and governmental identification information (e.g., social security number), drivers' license information, passport information, military service information (where applicable), birth date and birthplace, gender, related persons data.

Travel information, where relevant, such as

Relocation details, travel arrangements, immigration status of you or your family.

Data related to Recruiting Processes, where relevant, such as

Job requisitions, any information included within job applications resume and/or applications, employment history, qualifications, references and interview notes, letters of offer and acceptance of employment, mandatory policy acknowledgement sign-off sheets.

Photographs and Recordings, where relevant, such as

Photographs, videos, CCTV, or audio recordings.

Where conducting interviews remotely, we make use of third-party platforms (including HireVue, Microsoft Teams and WebEx). As such, these platforms will process your video and audio footage of you during the interview process.

Photographs may be provided as a part of your CV or may be included as part of an application where you have applied via LinkedIn.

If you attend an interview onsite at one of our offices, there will likely be CCTV in place to help keep you and our staff safe.

Compliance and legal requirement data, where relevant, such as

As appropriate to the job for which you have applied, and in compliance with local applicable laws,

information regarding you or your close associates' conflicts of interest, and your criminal or driving record.

Device and technical information, such as

The internet protocol (IP) addresses of computers or devices you use, device identifiers, browser characteristics, operating system details, language preferences, referring uniform resource locaters (URLs), services used, telecommunications data (source, metrics, logs), login location, or cookie ids. For further information please visit the cookie policy.

Log and usage data, where relevant, such as

System logs, audit trails, location, use.

Communications data you provide, such as

Content of emails or social media.

Health and Special Categories of personal data, where relevant and allowed under local laws

QRG may also collect and process certain special categories of personal data under certain circumstances. Special categories of personal data will only be collected where allowed by applicable local laws.

Such information could include Information about your health, including any medical condition, health and sickness records.

The Appendix on the following pages sets in more detail the types of data we process, the purpose of the processing and legal bases we rely on.

How We Collect and Use the Information

As a general rule, QRG collects personal data directly from you or sources you provide. We may also obtain information about you from other sources, where relevant and allowed under applicable laws, and combine that with information we collect about you, such as information:

- obtained from you, the candidate.
- obtained from publicly available sources, such as the internet (including social media platforms), when made accessible by you. If for such activity your consent is needed, QRG will notify you and ask for your consent before collecting / processing your personal data. This may include posts, blogs, videos, or other content you make available.
- obtained from third parties (such as references, recruitment agencies, government regulators, or background check providers): This is added to our existing information about job applicants to help evaluate candidates for employment, prevent fraud, protect security, or comply with legal requirements.

QRG limits the personal data it processes to what is relevant for the purposes of the recruitment process and does not use it for purposes that conflict with how it was collected or authorized to be

used. From time to time, QRG may use third party service providers who perform functions on our behalf for the purposes listed below. QRG may also receive information back from those or other providers (for example, the results of interviews with Applicants). In all cases, regardless of how we collected it, we will process your personal data always in accordance with all applicable laws and this Privacy Notice.

Why We Collect the Information and How We Use It

We will collect and use your personal data for the following purposes during the application and hiring process:

- to proceed with the recruitment process, inter alia to review and assess any information you provide in your job application to establish whether to progress it, contact you to arrange interviews and assessments, to evaluate your performance and provide feedback;
- to assess and make a decision about your suitability for a role and where successful to make you an offer and to take steps to enter into an employment contract;
- where relevant, to carry out pre-employment checks and background screening (including criminal record and credit checks, to the extent we are allowed to perform such checks under applicable laws), to check your legal right to work, to verify the information in your CV and the references that have been provided to us, as it is necessary for us to do so before entering into a contract with you;
- to comply with a legal and regulatory obligations (e.g. our obligation to check that you are eligible to work).
- to deal with disputes and take legal or other professional advice.
- For reasons of substantial public interest (preventing or detecting unlawful acts and protecting the public against dishonesty).
- for the purposes of our legitimate interests, as allowed by law, but only if these are not overridden by your interests, rights or freedoms. Examples of our legitimate interests include, without limitation, management of human resources function; to schedule and support a relocation process; protection of systems and properties and the prevention of fraud; maintenance and access management of our physical locations; travel administration; business continuity and disaster recovery; ethics and compliance reporting lines; and

In the UK, we will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status as part of our Guaranteed Interview Scheme, and to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

How we use your personal data, and the legal basis we rely on for doing so, depend on the nature of the personal data and the purpose for which QRG processes this data, and the market of the role. Please review Appendix 1 of this Privacy Notice for further information on the basis and purpose, as it

applies to QRG.

Automated Decision Making

QRG makes limited use of automated decision-making within the Applicant process (including, but not limited to fraud prevention), where allowed under applicable laws. For instance, within the Applicant process, certain criteria, such as possession of a specific technical diploma, language skills, and/or visa restrictions may be applicable to a job you apply for, which would result in an automatic dismissal of your application. Furthermore, some positions may have qualification-based questions that, pending your response, may put you into a category of Applicants which we advance to the next stage. You have the right to object to the decision that was made. In this case, QRG may review the decision and make a new assessment, if necessary.

How We May Share the Information

We will only share your personal data with the following third parties for the purposes of processing your application:

- selected third party providers (e.g., video conference platforms providers, recruitment agencies, background checks providers payroll providers or providers of HR systems) who provide services to QRG.
- Affiliates within the Qurate Retail Group; this is explained in more detail in the next section.

Your personal data may be disclosed to the above-mentioned parties so that prior to the employment contract we can consider if you are the best candidate for a role. Third parties assist in support, maintenance, administration, oversight, or hosting. Furthermore, we have an interest to ensure functionality, efficiency, and a fair application process across our Affiliates.

In the event of a change in ownership of, or a grant of a security interest in, all or a part of QRG through, for example, an asset or share sale, or some other form of business combination, merger or joint venture, to the extent such disclosure or transfer of personal information is required to complete the transaction and permitted by the applicable data protection laws.

To comply with applicable laws and regulations (such as anti-corruption, bribery, national security, or conflict), court proceedings, or to ensure your safety, we may disclose:

- as permitted or required by applicable law or regulatory requirements. In such a case, we will endeavour to not disclose more personal data than is required under the circumstances.
- to comply with valid legal processes such as search warrants, subpoenas, or court orders.

Trans-Border Data Transfers

QRG and its Affiliates operate in many countries around the world, including the United States, European Economic Area (EEA), Japan, and China. In addition, QRG has centralized certain functions at QVC, Inc. in the United States. Service providers of QRG and its Affiliates may also be located in countries outside the EEA or the UK. These countries may include countries that may not have received an adequacy decision by the European Commission or under UK law. Hiring entities

acting as data controller(s) under this policy may transfer portions of your personal data to QRG Affiliates and service providers for support, maintenance, administration, oversight, or hosting. Depending upon your job application, other markets outside of your hiring entity, including outside the EEA and the UK may have access to your personal data as part of the management process, as well. Any transfer of personal data outside the EEA and UK to QRG Affiliates, or service providers, is covered by appropriate safeguards under GDPR and UK GDPR, including Standard Contractual Clauses or another transfer mechanism. You may contact the hiring entity legal counsel or the DPO (and/or DPO Germany where relevant) to review relevant Standard Contractual Clauses or transfer mechanisms in place.

Where prohibited, sensitive personal data types will not be transferred outside of your country. Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data are subject to special protection and considered by EU privacy law to be "sensitive personal data".

How Long We Keep Your Information

We retain personal data that we obtain about you during the recruitment process based on the local labour law requirements and/or for no longer than is necessary for the purposes for which it was originally collected. How long we keep your personal data will depend on:

- whether your application is successful (and you become employed by us).
- the nature of the personal data concerned and the existence of a legitimate purpose.
- your consent to keep your personal data for the purpose of contacting you for future job opportunities, where required under local laws (i.e., in Germany and Poland).

Our approach is to retain recruitment information (including interview notes) for no longer than is necessary and allowed under applicable laws, taking into account the limitation periods for potential discrimination claims (as extended to take account of early conciliation), after which such data will be securely destroyed.

Where required under applicable local laws, we may keep personal data we obtain about you for future jobs if you give us your consent during the process. In this case your personal data will be stored according to requirements under applicable laws.

If your consent is not required under applicable local laws, we will store your curriculum vitae for no longer than 12 months for considering you for future job opportunities. We will regularly evaluate this retention period to ensure the right balance between your privacy rights granted under applicable privacy laws and our business needs.

At the end of the retention period, we will use secure methods to delete or destroy your personal data when the retention period ended. Finally, if you are successful in applying for a position, your personal data will be processed in compliance with our Team Member Privacy Statement.

How We Protect Your Personal Data

QRG maintains security measures to protect personal data from loss, misuse, unauthorized access,

disclosure, alteration or destruction taking due account of the nature of the data and the risks involved in the processing.

When information is kept by other parties providing a service to us, they are expected to adhere to standards set by QRG and by any applicable law.

Your Rights

You have a number of rights in relation to our handling of your data. These include the following:

- **Access:** you are entitled to ask us if we are processing your information and, if we are, you can request access to your personal data (commonly known as a "**data subject access request**" or **DSAR** in short). This enables you to receive information regarding the personal data we hold about you and to check that we are lawfully processing it.
- **Correction:** you are entitled to request that any incomplete or inaccurate personal data we hold about you is corrected.
- **Erasure:** you are entitled to ask us to delete or remove personal data in certain circumstances (e.g., if you withdrew your consent to process your personal data for specified therein purposes). There are also certain occasions where we may refuse a request for erasure, for example, where the personal data is required for compliance with laws and regulations, with our obligations under our contract and for other legal reasons such as in connection with claims.
- **Restriction:** you are entitled to ask us to suspend the processing of certain of your personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Transfer:** you may request the transfer of certain of your personal data to another party.
- **Objection:** where we are processing your personal data based on a legitimate interest (or those of a third party) you may object to processing on this ground. However, we may be entitled to continue processing your information based on our legitimate interests.
- **Automated decisions:** you may object to any automated decision made about you where this has a legal or similar significant effect and ask for it to be reconsidered.
- **Right to withdraw consent:** in the limited circumstances where you may have provided your consent to the collection and processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. The withdrawal only applies to any future processing not what we have done in the past. To withdraw your consent, please contact the appropriate DPOs at the contact details specified above.

In the event you have a complaint about violations of your data protection rights, or if you are not satisfied with the results of review, complaint and appeal procedures within QRG, you can also contact the local data protection authority. QRG has committed to cooperate in investigations by and to comply with the advice of competent EU authorities in such case. If you have an unresolved

privacy or data use concern which has not been addressed satisfactorily, you may contact your market's DPO at the contact details specified above.

How to Contact Us

If you have questions about the Privacy Notice or the use of data that has not received adequate explanations, you can contact your market's Data Protection Officer or contact at the contact details specified above.

Changes to the Privacy Notice

We seek to ensure that our personal data collection and processing is always proportionate. We will notify you of any changes to this Privacy Notice or to the purposes for which we collect and process personal data.

Appendix 1- Legal Basis and Purposes

Data Type	Legal Basis	Purpose
Address book data (contact information)	To take steps prior to, and to perform, contract	<p>Maintaining identity of Applicant for provisioning access to systems, information, premises; communicating with Applicant.</p> <p>To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome.</p> <p>To inform the relevant manager or department of your application, and to arrange appointments with interviewers</p>
Additional data related to the execution of the employment contract	<p>To take steps prior to, and to perform, contract.</p> <p>To comply with our legal obligations</p>	<p>Establishing an employment relationship.</p> <p>To carry out right to work checks.</p> <p>Information may be shared with the relevant government and regulatory authorities.</p>
Related party information for performance of relocations, benefit contracts or safety interests	To take steps prior to, and to perform, contract	<p>Calculating, paying, and maintaining benefits following contract.</p> <p>Information is used by us and service providers to make travel or relocation arrangements during the interview process or following performance of an employment contract.</p>
Travel information (where relevant)	To take steps prior to and to perform the employment contract	Information is used by us and service providers to make travel or relocation arrangements during the interview process or following performance of an employment contract
Data related to Recruiting Processes	<p>To take steps prior to, and to perform, contract</p> <p>Legitimate interest</p>	<p>Reviewing candidates for establishing and maintaining employment relationship, internal moves to new positions</p> <p>To make an informed recruitment decision</p>
Photographs and recordings (where relevant)	To take steps prior to, and to perform, contract, consent	Providing security for premises and systems; physical access management; operation of broadcast retail business; record interviews with for assess Applicants at later stage.

Compliance and legal requirement data	<p>To take steps prior to and to perform the employment contract.</p> <p>To comply with our legal obligations.</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>In compliance with local law:</p> <p>To make an informed recruitment decision; To carry out statutory checks.</p> <p>Information shared with regulatory authorities as required</p>
Conflicts of Interest	Legitimate Interest	<p>In compliance with local law:</p> <p>To make an informed recruitment decision; To carry out statutory checks.</p> <p>Information shared with regulatory authorities as required</p>
Log and usage data	To take steps prior to and to perform the employment contract	Management of systems, fraud prevention and detection
Communications data	To take steps prior to and to perform the employment contract	Management of systems, fraud prevention and detection; communication with Applicant
Health data	<p>Legal obligation</p> <p>Consent (where applicable and required)</p>	If you have requested an accommodation, we will use that request to provide an appropriate interview and work environment

California Applicant Privacy Notice

Introduction

This notice is being provided to you in connection with the California Consumer Privacy Act (or CCPA). This notice describes the purposes for which Qurate Retail Group (or "QRG") uses personal information and the kinds of personal information that QRG may collect and use about California residents who may apply for employment.

QRG is a group of companies that are owned by Qurate Retail, Inc. Companies in the Qurate Retail Group include HSN, QVC, Cornerstone Brands and any other company that may become affiliated with QRG in the future. QRG companies use personal information in connection with participation in the Qurate Retail Group and in connection with QRG's direct and indirect parent companies.

Purposes for Using Personal Information

QRG uses personal information for the purposes below. Please note that QRG may use personal contact details in connection with some of these purposes:

Conducting QRG's business, such as operating QRG's broadcast, e-commerce and other retail activities.

Financial reporting and forecasting.

Managing resources, including managing the application process for prospective team members; notice of new available positions; training; analytics.

Providing compensation and benefits, following hire, including maintaining and managing health insurance, disability insurance, life insurance, stock incentive, and 401k plans and other similar plans and benefits; paying compensation.

Managing locations where QRG operates, including providing and monitoring access to QRG's locations.

Managing systems and information that QRG uses in its business, including provisioning, managing, and monitoring the applications and systems QRG uses for its operations.

Protecting QRG's locations, systems and information, including responding to possible or actual threats, acts of misconduct, accidents, or other events that may affect the health, safety, or security of people at QRG's locations, or people working for QRG outside of QRG's locations; responding to possible or actual threats, acts of misconduct, accidents, or other events that may affect the security of QRG's information, systems, applications, trade secrets, property, or other interests.

Legal and compliance-related purposes, such as maintaining whistleblowing and compliance programs; maintaining internal audit functions; prosecuting fraudulent, malicious, deceptive or illegal activities; defending claims; enforcing QRG's policies.

Short-term, transient use permitted under CCPA.

Personal Information Collected and Used

QRG may collect the following types of personal information about applicants for employment at QRG.

Contact and Identifiers Information, such as name; prior names or alias; postal address; email address; government-issued identifiers like social security number, driver's license number, or passport number; and other similar identifiers.

Education Information, such as places and dates of education; education performance information which may include grades; diplomas, degrees, and certifications earned

Professional or Employment-Related Information, such as information that you disclose on applications or resumes or information that is collected as part of the application process; compensation and benefits information; training, special skills, competencies and skill assessments; and other information that you provide or that QRG collects or creates in connection with seeking initial employment

Individual Records Information, such as

- results of background, criminal, or drug testing / checks and other similar information
- physical, health, and medical information, such as date of birth; information related to injuries or leaves of absence; physical or mental disabilities

Audible, Visual, and Electronic Information, such as photographs; videos; telephone call recordings; audio recordings; and other similar information.

Device, Technical, and Other Internet / Electronic Network Activity Information, such as details about computers, mobile phones, and other devices you use to interact with QRG; use of the Internet, applications and systems;

Geolocation and other location information, such as information related to real-time location of drivers who are shipping products for QRG.

Demographic Information, which may include some protected classifications under California or federal law, such as race; sex; citizenship status; gender identity and gender expression; marital status; military or veteran status; status as a victim of domestic violence, assault, or stalking; and other similar kinds of information.

Other Commercial and Individual Records Information, such as information that you may connect to QRG systems from other platforms, such as social media, LinkedIn, and other platforms.

Family members, beneficiaries information, such as information that QRG may collect about your family members, beneficiaries, and family and emergency contact persons who you designate (but please note that such information is used for purposes of maintaining contacts for team members, managing leaves of absence, or for providing benefits and registering beneficiaries). This information may include information described in the categories above.

Inferences Information, such as inferences or conclusions drawn from the personal information described above in this notice.

採用応募者の個人情報取扱いについて (Japan Applicant Notice)

当社は、採用応募者の個人情報を以下のとおり取り扱います。

1. 利用目的

当社は、採用応募者の個人情報を以下の利用目的の範囲内で、業務の遂行上必要な限りにおいて利用します。

- (1) 採用応募者との連絡のため
- (2) 募集要項に対する人材選考のため
- (3) 採用決定後における必要な資料・設備の用意のため

2. 第三者への提供について

当社は、取得した採用応募者の個人情報を、以下の場合を除き、あらかじめ同意を得ることなく第三者に提供することはありません。

- (1) 法令に基づく場合
- (2) 人の生命、身体又は財産の保護のために必要がある場合であって、本人の同意を得ることが困難であるとき
- (3) 公衆衛生の向上又は児童の健全な育成の推進のために特に必要がある場合であって、本人の同意を得ることが困難であるとき
- (4) 国の機関若しくは地方公共団体又はその委託を受けた者が法令の定める事務を遂行することに対して協力する必要がある場合であって、本人の同意を得ることにより当該事務の遂行に支障を及ぼすおそれがあるとき

3. 外部委託について

当社は、上記利用目的の達成に必要な範囲内において、採用応募者の個人情報の取扱の全部又は一部を外部へ委託する場合があります。その場合は、当社の定める情報セキュリティ水準を満たす外部委託先を選定し、個人情報に対する安全管理措置を遵守するように監督いたします。

※採用応募者の個人情報を、外国にある委託先に提供する場合、当社は当該委託先が日本の個人情報取扱事業者が講ずべき措置に相当する措置の継続的な実施を確保するために、必要かつ適切な措置を講じています。この措置に関する情報を確認されたい場合は、「7.お問い合わせ窓口」までお問合せください。

4. 共同利用について

当社は、次のとおり、採用応募者の個人データを共同利用する場合があります。

(1) 共同利用する個人データの項目

氏名、住所、電話番号、メールアドレス、生年月日および履歴書、職務経歴書、その他応募フォームに含まれる情報

(2) 共同利用の範囲

QVC, Inc.、その関連会社、子会社

(3) 共同利用の目的

上記利用目的と同じ

(4) 管理責任者

千葉県千葉市美浜区ひび野 2 丁目 1 番地 1

株式会社QVCジャパン

代表取締役 伊藤 淳史

※採用応募者の個人情報を、外国にある関連会社と共同利用する場合、当社は当該関連会社が日本の個人情報取扱事業者が講ずべき措置に相当する措置の継続的な実施を確保するために、必要かつ適切な措置を講じています。当該措置に関する情報を確認されたい場合は、「7.お問い合わせ窓口」までお問合せください。

5. 保有個人データの開示・訂正・利用停止等について

当社は、採用応募者に関する保有個人データについて、ご本人または代理人からの申し出に応じて、法令に基づき、以下の対応をいたします。お求めの際は、当社人事部採用係までお問合せください。

■保有個人データの開示について

- (1) お求めに応じて、開示請求書をお送りいたします。
- (2) 必要事項をご記入のうえ、当社人事部採用係宛にご返送ください。その際、ご本人確認のため運転免許証またはパスポート等の公的証明書のコピーを、または代理人であることを確認できる委任状のご同封をお願いいたします。手数料はいただきません。
- (3) 当社に開示請求書が到着しましたら、電磁的記録の提供による方法、書面の交付による方法その他当社が定める方法のうち、開示請求書において採用応募者が選択した方法により開示を行います。ただし、当該方法による開示に多額の費用を要する場合その他の当該方法による開示が困難である場合には、書面を登録されたご自宅住所に郵送する方法により開示を行います。

■保有個人データの訂正・利用停止等について

- (1) 訂正をお求めの際は、当社人事部採用係がお電話で必要なお手続きを行います。
- (2) 利用停止等をお求めの際は、原則当社所定の利用停止にかかる請求書を採用応募者へお送りし、ご対応させていただきます。お電話のみでのお手続きをご希望される場合は、お求めに応じて承ります。
- (3) 訂正・利用停止等にかかるお手続きの場合、手数料等はいただきません。

※利用停止等とは、当社情報システム上、ご本人および当社窓口の担当者であっても、その保有個人データを利用できなくする処置を行うことです。当社は、法令に基づき利用停止等を行わなければならない場合のほか、当社が適切と考える場合に採用応募者に関する保有個人データの利用停止等を行います。ただし、当該保有個人データの利用停止等に多額の費用を要する場合その他の利用停止等を停止することが困難な場合で、採用応募者の権利利益を保護するため必要なこれに代わるべき措置をとる場合には、利用停止等を行わない場合があります。利用停止等がなされた保有個人データを利用再開することはできません。

■個人データの第三者提供記録の開示・保有個人データの第三者提供の停止について

記録の開示や提供の停止をお求めの際は、当社人事部採用係がお電話で必要なお手続きを行います。

※当社が個人データの第三者提供を行っておらず、または当社が法令及びガイドラインに基づき、第三者提供に関する記録義務を負わないために、記録が存在せず、開示が行われない場合があります。その場合にはその旨をお伝えいたします。

※保有個人データの第三者提供の停止をお求めの際は、本人の権利利益の侵害を防止するために必要な限度を超える場合、保有個人データの第三者提供の停止に多額の費用を要する場合その他の第三者提供を停止することが困難な場合で、採用応募者の権利利益を保護するため必要なこれに代わるべき措置をとる場合には、提供の停止を行わない場合があります。

6.安全管理措置

当社は、採用応募者に関する個人データについて、漏えい、滅失又はき損等の防止のために、適切な安全管理措置を講じています。当該措置に関する情報を確認されたい場合は、下記のお問合せ窓口までお問合せください。

7.お問合せ窓口

採用応募者の個人情報のお取り扱いに関するお問合せについては、下記の窓口にて承ります。

株式会社QVCジャパン 人事部採用係

■住所：千葉県千葉市美浜区ひび野2丁目1番地1

■電話番号：043-332-5815

■受付時間：午前10時～午後5時まで（平日）

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2016年1月22日 改訂

2022年4月1日 改訂

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中华人民共和国申请人隐私通知

(China Applicant Notice)

背景

本声明由QRG China 根据中华人民共和国（“中国”）的适用隐私法律（包括中国的《网络安全法》和其他适用法律和准则）向您提供。本声明解释我们将持有关于您的哪些个人数据（或“个人信息”），使用该数据的法律依据和目的，以及我们如何在职位申请过程中共享您的信息。

本声明适用于所有居住在中国的有意在以下公司工作的职位申请人，这些公司在本声明中被称为“**QRG China**”：科文思贸易（上海）有限公司、科文思贸易（深圳）有限公司或（深圳）商务咨询有限公司。QRG China 公司是 Qurate Retail Group 的公司集团的一部分。当本声明使用“**关联公司**”一词时，是指直接或间接拥有 QRG China 的 Qurate Retail Group 公司，以及直接或间接拥有下列公司或为下列公司所拥有的 Qurate Retail Group：Cornerstone Brands, Inc.、HSN, Inc.、QVC, Inc.；当本声明使用“**QRG**”一词时，是指 QRG China 及其关联公司的统称。QRG 公司在参与 Qurate Retail Group 以及 QRG 成员公司的活动中使用个人信息。

处理个人信息的合法性基础

一般来说，QRG 会在您事先同意的基础上，基于下述目的处理您的个人信息。我们也可能在未经您同意的情况下处理个人信息，以履行 QRG 应遵守的法律义务。

使用个人信息的目的

QRG 出于以下目的使用个人信息。请注意，QRG 可能会将个人联系方式用于以下目的：

经营 QRG 的业务，例如经营 QRG 的广播、电子商务和其他零售活动。

与团队成员沟通，如信息、电话、电子邮件、信件，以及其他与团队成员的个人和商业联系信息的沟通。**财务报告和预测**。

管理资源，其中包括对申请过程进行的管理（包括对职位申请人的评估）；面试预约通知；新职位通知；技术分析。

确定薪酬和福利，其中包括健康保险、残障保险和其他类似计划和福利；计算可能进行的补偿。

管理 QRG 运营场所，其中包括提供以及监控对 QRG 运营场所的访问。

管理 QRG 在其业务中使用的系统和信息，其中包括提供、管理和监控 QRG 用于运营的应用程序和系统。

保护 QRG 的场所、系统和信息，其中包括应对可能或实际的威胁、不当行为、事故或其他可能影响 QRG 场所内人员或在 QRG 场所以外为 QRG 工作的人员的健康、安全或安保的事件；应对可能或实际的威胁、不当行为、事故或其他可能对 QRG 信息、系统、应用程序、商业机密、财产或其他利益的安全构成影响的事件。

法律和合规相关目的，例如维护举报和合规制度；维护内部审计职能；检举欺诈、恶意、欺骗或非法活动；应诉辩护；执行 QRG 政策。

管理 QRG 业务，其中包括 QRG 业务运营的所有其他方面。

收集和使用的个人信息

QRG 可能会收集关于 QRG 职位申请人的以下类型的个人信息。(请注意，可能涉及敏感的个人信息的内容用下划线表示)。

联系和身份识别信息，例如姓名；曾用名或别名；工作和个人：邮政地址、电子邮件地址和电话号码；政府颁发的识别信息，例如社保号码、驾照号码或护照号码；以及其他类似的身份识别信息。

教育信息，例如受教育地点和日期；教育表现（可能包括评级）；获得的文凭、学位和证书。

专业或雇佣相关信息，例如您在申请或简历中披露的信息或作为申请过程的一部分收集的信息；薪酬和福利信息；培训、特殊技能和技能评估；绩效评估和其他您提供的或 QRG 在您的申请过程中收集或创建的信息。

个人记录信息，例如

- 背景、犯罪或药物测试/检查结果以及其他类似信息
- 财务记录和数字
- 身体、健康、医疗和保险信息，例如出生日期；与受伤或休假相关的信息；保单号码；身体或精神残障

听觉、视觉和电子信息，例如照片；视频；闭路电视；电话录音；音频录音；以及其他类似信息。

相关的合规和法律要求数据，例如在与您的工作相关、符合当地适用法律情况下，关于您或您的密切接触人的利益冲突的信息。

设备、技术和其他互联网/电子网络活动信息，例如关于您在与 QRG 沟通和面试时所用电脑、手机和其他设备的详细信息；应用程序和系统的使用。

地理位置和其他位置信息，例如职位申请人所在的位置。

人口统计信息，其中可能包括适用法律项下受保护的某些分类，例如种族；性别；公民身份；民族本源；性别认同和性别表达；婚姻状况；军人或退伍军人身份；遭受家庭暴力、攻击或跟踪的受害者的身份；以及其他类似类型的信息。

其他商业和个人记录信息，例如您可能从社交媒体等其他平台连接到您的申请的信息（例如，如果您决定将 LinkedIn 简介中的信息添加到您在 QRG 的申请中）。

家庭成员/受益人信息，例如 QRG 可能收集的关于您所指定家庭成员、受益人以及家庭和紧急联系人的信息。该信息可能包括上述类别所描述的信息。

推论信息，例如从本声明中上述个人信息得出的推论或结论。

我们可能如何共享信息

如上所述，在我们的运营过程中，QRG 与服务提供商以及我们的关联公司共享个人数据。您的个人数据可能会在以下情形下被披露：

- QRG 指定目的的特定服务提供商。服务提供商协助支持、维护、管理、监督或托管。

- 下一节将进一步详细解释的关联公司，但请注意，我们致力于确保关联公司的整个申请程序正常运行、高效、公平。
- 如果 QRG 的全部或部分所有权发生变化或被授予担保权益，例如通过资产或股份出售，或其他形式的业务合并、兼并或合资企业，在为完成交易所需并经适用的数据保护法律允许的范围内，披露或传输个人信息。
- 为了遵守适用法律和法规（如反腐败、贿赂、国家安全或冲突）、法庭诉讼或者确保您的安全，我们可能会基于以下进行披露：
 - 适用法律或监管规定允许或要求。
 - 为遵守有效的法律程序，例如搜查令、传票或法院命令。
- 出于其他商业目的，例如：
 - 作为 QRG 向其关联公司（包括在您所在司法辖区境外）定期报告活动的一部分。
 - 为了保护 QRG 的权利和财产；或者
 - 在紧急情况下或必要时保护一个人或一群人的安全。

跨境数据传输

QRG China 及其关联公司在全球许多国家开展业务，其中包括美国、欧洲经济区 (EEA)、英国、日本和中国。此外，QRG 将 QVC, Inc. 的某些职能集中在美国和波兰。QRG China 及其关联公司的服务提供商也可能位于中华人民共和国以外的国家。QRG 将把您的部分个人数据传给关联公司和服务提供商，用于支持、维护、管理、监督或托管。根据您申请的职位，中国以外的其他市场可能也需要在管理或运营流程中查看您的信息。任何向服务提供商传输个人数据的行为都受协议管辖，以确保团队成员数据处理符合适用法律。目前，我们会将您的个人信息向以下关联公司传输，这些公司也可能在有限的情况下与他们的关联公司分享您的个人信息，但须符合本声明中规定的目的。

序号	境外接收方	目的	方式	个人信息种类
1	<ul style="list-style-type: none"> • 名称: QVC, Inc • 国家/地区: 美国 • 联系方式: QVC, 1200 Wilson Drive, West Chester, Pennsylvania 19380, 或 dpo@qvc.com 	为实现 "使用个人信息的目的" 一节中指出的目的，可能有必要进行的传输。	可能通过以下方法共享数据：远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。

2	<ul style="list-style-type: none"> 名称: HSN,Inc 国家/地区: 美国 联系方式: 1 HSN Dr. St. Petersburg, FL 33729 或 dpo@qvc.com 	为实现 "使用个人信息的目的 " 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。
3	<ul style="list-style-type: none"> 名称: Cornerstone Shared Services, LLC 国家/地区: 美国 联系方式: 5568 West Chester Rd., West Chester, OH 45069 或 dpo@qvc.com 	为实现 "使用个人信息的目的 " 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。
4	<ul style="list-style-type: none"> 名称: QVC Handel S.à r.l. & Co. KG. 国家/地区: 德国 联系方式: Plockstraße 30, 40221 Düsseldorf, Deutschland 或 dpo@qvc.com 	为实现 "使用个人信息的目的 " 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。
5	<ul style="list-style-type: none"> 名称: QVC Italia S.r.l. 国家/地区: 意大利 联系方式: Via Guzzina 18, 20861 Brugherio (MB), Italy 或 dpo@qvc.com 	为实现 "使用个人信息的目的 " 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。

7	<ul style="list-style-type: none"> 名称: QVC Japan, Inc. 国家/地区: 美国 联系方式: 2-1-1, Hibino, Mihama-ku, Chiba City, Chiba, Japan 261-8533 或 dpouk@qvc.com 	为实现 "使用个人信息的目的" 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。
8	<ul style="list-style-type: none"> 名称: Qurate Retail Group Global Business Services Sp. z o.o. Japan, Inc. 国家/地区: 波兰 联系方式: Kraków, 30-552 at Wlelicka 30 或 dpouk@qvc.com 	为实现 "使用个人信息的目的" 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。
9	<ul style="list-style-type: none"> 名称: QVC UK 国家/地区: 英国 联系方式: Building 8, Chiswick Park, 566 Chiswick High Road, London W4 5XU, United Kingdom 或 dpouk@qvc.com 	为实现 "使用个人信息的目的" 一节中指出的目的, 可能有必要进行的传输。	可能通过以下方法共享数据: 远程访问, 电子数据传输, 纸质文件传输	上述 "收集和使用的个人信息" 一节中指出的所有个人信息都可能在范围内。

我们已经采取了适当的保护措施, 以保护您的个人信息, 并确保它们得到不低于中国的适当保护水平。您可以按照以下 "如何联系我们" 部分的指示, 行使您在适用的中国法律下的权利 (如访问、复制和更正的权利)。

我们如何保护您的个人数据

QRG 采取安全措施, 以保护个人数据免遭丢失、滥用、未经授权的访问、披露、更改或销毁, 同时适当考量数据的性质和处理过程中涉及的风险。

向我们提供服务的第三方在保留信息时, 应遵守 QRG 和任何适用法律规定的标准。

除非法律另有规定, 否则 QRG 只会在必要的期限内保留您的个人信息, 并在此期限后按照保存政策规定加以删除或匿名化。

如何联系我们

如果您对 QRG 的隐私做法有更多问题，行使您的个人信息权利，或者想要更多信息，请联系 Privacy.Statement@QVC.com。