

## BSI Privacy Notice

### BSI 个人隐私保护提示

## Introduction

### 介绍

The British Standards Institution (ICO registration Z7888292) (“BSI”) takes your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data. If you need more information, please contact: [PrivacyTeam@bsigroup.com](mailto:PrivacyTeam@bsigroup.com)

英国标准协会（英国数据保护局 ICO 注册号 Z7888292）（“BSI”）非常重视您的个人隐私保护。此隐私提示旨在列出您的权利并回答您可能有的对个人数据的问询。如果您需要更多信息，请联系 [PrivacyTeam@bsigroup.com](mailto:PrivacyTeam@bsigroup.com)

If you have entered into a contract with one of our subsidiaries or group companies, the controller of your data will be the BSI company or companies stated in your contract (BSI Standards Limited (ICO registration ZA342039), BSI Assurance UK Limited (ICO registration ZA341951) and/or BSI Cybersecurity and Information Resilience (UK) Limited (ICO registration Z1767162)) and/or the BSI company to which you provide any additional consent. In all other circumstances, the controller of your data will be The British Standards Institution.

如果您与我们下属公司或集团公司签订合同，您数据的控制者将是合同中规定的 BSI 标准公司（ICO 注册号 ZA342039）、BSI 保证英国有限公司（ICO 注册号 ZA341951）和/或 BSI 网络安全和信息韧性（英国）有限公司（ICO 注册号 Z1767162）和/或您给予附加同意的 BSI 公司。对于其它情况，您数据的控制者将是英国标准协会。

Our personal data handling policy and procedures have been developed in line with the requirements of the 1995 European Union Data Protection Directive (Directive 95/46/EC) and the General Data Protection Regulation and applicable national law.

我们的个人数据处理政策和程序按照 1995 欧盟数据保护指令（法令 95/46/EC）和 GDPR 通用数据保护条例和相应国家法规制定。

## 1 What personal data do we collect? 我们收集什么个人数据？

We collect and process personal data about you when you interact with us and our products and when you purchase goods and services from us. The personal data we process includes:

当您与我们和我们的产品有联系时，以及当您购买我们的产品和服务时，我们会收集和您的个人数据。我们处理的个人数据包括：

- name;  
姓名；

- username and password;  
用户名和密码;
- home or work address, email address and/or phone number;  
家庭或工作地址、邮箱地址和/或电话号码;
- job title;  
职务;
- payment and delivery details, including billing and delivery addresses and credit card details, where you make purchases from us;  
如您购买我们的产品, 付款和交付详情, 包括账单和交付地址和信用卡详情;
- personal data related to the browser or device you use to access our website;  
您访问我们网站的浏览器或设备相关的个人数据;
- internet browser and operating system;  
互联网浏览器和操作系统;
- recordings of calls you make to our customer service team; and  
您给我们客户服务团队致电的记录; 和
- any other personal data you provide.  
您提供的其它个人数据。

## 2 How do we use this personal data and what is the legal basis for this use? 我们如何使用个人数据? 我们使用个人数据的法律基础是什么?

We process the personal data listed in paragraph 1 above for the following purposes:

我们为以下目的处理上述第 1 节中列出的个人数据:

- to establish and fulfill a contract with you, for example, if you make a purchase from us or enter into an agreement to provide or receive services. This may include verifying your identity, taking payments, communicating with you, providing customer services and arranging the delivery or other provision of products or services. We require this information in order to enter into a contract with you and are unable to do so without it;  
与您建立和签订合同, 例如, 如果您购买我们的产品或通过协议提供或接收服务。这可包括验证您的身份、付款、与您沟通、提供客户服务和安排交付或提供其它产品或服务。我们需要这些信息来与您签订合同, 如果没有这些信息我们将无法完成;
- to comply with applicable law and regulation;  
遵守相应法律法规;
- in accordance with our legitimate interests in protecting BSI's legitimate business interests, role as the National Standards Body, and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation);  
根据我们的合法权益, 作为国家标准机构保护 BSI 合法商业权益和法律权利, 包括但不限于, 与法律索赔、合规、监管和调查目的有关的用途 (包括与法律程序或诉讼有关的信息揭露);

- with your express consent to respond to any comments or complaints we may receive from you, or to investigate any complaints received from you or from others, about our website or our products or services;  
有您的明确同意，以响应我们可能从您或其它途径收到的关于我们网站或我们产品或服务的任何意见或投诉；
- we may use information you provide to personalise (i) our communications to you; (ii) our website; and (iii) products or services for you, in accordance with our legitimate interests;  
我们可能根据我们的合法权益使用您提供的信息来个性化（i）与您的沟通；（ii）我们的网站；和（iii）给您的产品或服务；
- to monitor use of our websites and online services. We may use your information to help us check, improve and protect our products, content, services and websites, both online and offline, in accordance with our legitimate interests;  
监控我们的网站和在线服务。我们可能根据我们的合法权益使用您的信息帮助我们检查、改进和保护我们的在线或非在线的产品、内容、服务和网络；
- if you provide a credit or debit card, we may also use third parties (such as POS payment providers) to check the validity of the sort code, account number and card number you submit in order to prevent fraud, in accordance with our legitimate interests and those of third parties;  
如果您提供了信用或信用卡，我们可能使用第三方（如 POS 付款提供商）来根据我们和第三方的合法权益检查您提供的分类代码、账号和卡号的有效性以避免诈骗；
- we may monitor any customer account to prevent, investigate and/or report fraud, terrorism, misrepresentation, security incidents or crime, in accordance with applicable law and our legitimate interests;  
我们可能根据相应法律和我们的合法权益监控顾客帐户，以避免、调整和/或报告诈骗、恐怖事件、造谣、安全事件或犯罪；
- in circumstances where you contact us by telephone, calls may be recorded for quality, training and security purposes, in accordance with our legitimate interests; and  
当您通过电话与我们联系时，根据我们的合法权益，电话可能被录音，以确保质量、培训和安全；和
- we may use your information to invite you to take part in market research or surveys.  
我们可能使用您的信息来邀请您参加市场调研或调查。

We may also send you direct marketing in relation to BSI's relevant products and services. Electronic direct marketing will only be sent where you have given your consent to receive it, or (where this is allowed) you have been given an opportunity to opt-out. We will not send you direct marketing of third party products or services although our own products or services may on occasion include co-operation with third parties. You will continue to be able to opt-out of electronic direct marketing at any time by following the instructions in the relevant communication.

我们也可能向您发送 BSI 相关产品和服务的直接市场信息。只有在您同意的情况下或（如允许时）您有机会退出时，才发送电子的直接市场信息。我们不会向您发送第三方产品或服务的直接市场信息，尽管我们自己的产品或服务可能有时包括与第三方的合作。您可遵守指导在相关沟通中随时终止电子的直接市场信息。

### 3 With whom and where will we share your personal data? 我们会向谁在哪分享您的个人数据？

We may share your personal data with our subsidiaries to process it for the purposes of inter-group administration and to deliver products or services where elements of these are provided by BSI group companies other than those with which you have directly contracted.

我们可能与我们的下属公司分享您的个人数据，为了集团内的管理以及交付产品或服务，其中这些要素由 BSI 集团公司提供，而不是您直接签署合同的公司。

We may also share your personal data with the below third parties:

我们可能与以下第三方分享您的个人数据：

- our professional advisors such as our auditors and external legal and financial advisors;  
我们的专业顾问，如我们的审核员和外部法律和财务顾问；
- marketing and communications agencies where they have agreed to process your personal data in line with this Privacy Notice;  
同意遵守本隐私通告处理您个人数据的市场和沟通代理；
- market research companies;  
市场调研公司；
- our suppliers, business partners and sub-contractors; and/or  
我们的供应商、商业伙伴和分包商；和/或
- search engine and web analytics.  
搜索引擎和网络分析商。

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws. Personal data may also be shared with third party service providers who will process it on behalf of BSI for the purposes above. Such third parties include, but are not limited to, providers of website hosting, maintenance, call centre operation and identity checking.

如果为上述目的需要、如果由法规强制要求或如果根据相应法律为保护我们的合法权益的需要，个人数据可能分享给政府监管机构和/或执行官员。个人数据也可能分享给第三方服务提供方，他们将按照上述目的代表 BSI 处理数据。这些第三方包括但不限于网络托管提供商、维护、电话中心运营和身份确认。

In the event that our business or any part of it is sold or integrated with another business, your details will be disclosed to our advisers and those of any prospective purchaser and will be passed to the new owners of the business.

如果我们的业务或部分业务被卖出或合并到其他业务中，您的数据将被揭露给我们的顾问、潜在买家和业务的新负责人。

### 4 How long will you keep my personal data? 你们将保存我的个人数据多久？

We will not keep your personal data for any purpose longer than necessary to fulfill the original or a compatible purpose. In some instances, we are required to retain certain information by

law or due to our role as the National Standards Body, and for as long as reasonably necessary to meet regulatory or accreditation requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. Where this is the case, your personal data will only be processed for the relevant legitimate purpose and not used for marketing.

我们不会为任何原因超过满足最初的或兼容的目的所必要的时间来保存您的个人数据。在某些情况下，要求我们按法律或作为国家标准机构尽可能按合理的时间来保存特定的信息，以满足法规或认可要求、解决纠纷、避免诈骗和滥用或执行我们的条款和条件。在这种情况下，仅为相关合法目的处理您的个人数据，而不用于市场。

Where you are a **customer**, we will keep your personal data for the length of any contractual relationship you have with us and after that for a period of up to 3 years unless you are a **customer purchasing Standards** in which event we will keep your information for up to 5 years in line with the Standards lifecycle.

如您是**客户**，我们将按照您与我们的合同关系的时限和时限后的 3 年时间保存您的个人数据，除非您是**购买标准的客户**，在这种情况下，我们将根据标准生命周期保存您的信息长达 5 年。

Where you are a **prospective customer** and you have expressly consented to us contacting you, we will only retain your personal data for this purpose (a) until you unsubscribe from our communications; or, if you have not unsubscribed, (b) while you interact with us and our content; or (c) for 2 years from when you last interacted with us or our content.

如您是**潜在客户**，您已明确同意我们联系您，我们仅保存您的个人数据，为此目的（a）直到您终止与我们的沟通；或如果您未终止（b）当您与我们和我们的内容互动时；或（c）在您最后一次与我们和我们的内容互动后 2 年。

In the case of any contact you may have with our **customer services team**, we will retain your details for as long as is necessary to resolve your query and for two weeks after the query is closed.

如果您联系我们的**客户服务团队**，我们将在合理的期间内保存您的详情以便解决您的疑问，并在疑问关闭后保存两周。

We may retain your personal data for a time beyond the specified retention period, to allow for information to be reviewed and any deletion to take place. After it is no longer necessary for us to retain your personal data, we dispose of it securely according to our Document & Information Retention Policy.

我们可能超过特定的保存期保存您的个人数据，用来评审信息和确认删除。在确认您的个人数据已不再需要之后，我们将按照我们的文件和信息保存政策安全的销毁。

## 5 **Where is my data stored?** 我的数据存储在哪？

The personal data that we collect from you may be transferred to, and stored outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers, in which case the third country's data protection laws will have been approved as adequate by the European Commission or other applicable safeguards will be in place. Further information may be obtained from our Privacy Team.

我们从您那里收集的个人信息可能传输并保存在欧洲经济区（“EEA”）之外。也可能由 EEA 之外为我们工作的员工或我们供应商的员工处理数据，这种情况下将由欧盟委员会或按照其他建立的保障要求批准第三国家数据保护法以确保充分性。进一步信息可从我们的隐私保护团队处获取。

## 6 **What are my rights in relation to my personal data?** 对于我的个人数据我的权利是什么？

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data, clicking the unsubscribe button on any communication we have sent to you or by contacting us.

您有权利要求我们不将您的个人数据用于市场用途。您可行使您的权利避免这种处理，通过核对我们用来收集您数据的表格中的方块、点击我们发送给您的沟通内容中的取消订阅按钮或与我们联系。

Where you have consented to us using your personal data, you can withdraw that consent at any time.

如您同意我们使用您的个人数据，您可随时撤销同意。

If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it.

如果我们持有您的信息是错误的或不完整的，您可通知我们并要求我们纠正或补充。

You also have the right, with some exceptions and qualifications, to ask us to provide a copy of any personal data we hold about you.

对于一些例外和资格要求，您也有权利要求我们提供我们保持的您的个人数据的副本。

Where you have provided your data to us and it is processed by automated means, you may be able to request that we provide it to you in a structured, machine readable format.

如您向我们提供您的数据，通过自动的方式处理，您可要求我们使用结构化、机器可读的格式提供给您。

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) if we haven't handled your personal data in accordance with our obligations.

如果您对我们如何处理您的个人数据提出投诉，您可要求我们在解决您的投诉期间限制我们使用您的个人数据。在某些情况下您可要求我们删除您的个人数据，（a）通过撤销同意；（b）如果我们不再需要使用您的个人数据；（c）如果您反对使用您的个人数据并且我们没有合理的理由继续使用；或（d）如果我们不按照我们的义务处理您的个人数据。

## 7 **Where can I find more information about BSI's handling of my data?** 关于 BSI 处理我的数据，我们在哪获取更多信息？

Should you have any queries regarding this Privacy Notice, about BSI's processing of your personal data or wish to exercise your rights you can contact BSI's Privacy Team using this email address: [PrivacyTeam@bsigroup.com](mailto:PrivacyTeam@bsigroup.com) . If you are not happy with our response, you can contact the Information Commissioner's Office: <https://ico.org.uk/>

如您对隐私提示有任何疑问，对于 BSI 如何处理您的个人数据或希望行使您的权利，您可联系 BSI 隐私保护团队，邮箱地址是：[PrivacyTeam@bsigroup.com](mailto:PrivacyTeam@bsigroup.com)。如果您对我们的响应不满意，您可联系信息委员会办公室：<https://ico.org.uk/>