This Policy sets out how the Lusheng Law Firm ("Lusheng" "we," or "us") handles Personal Information collected by us or provided by you. By engaging us to provide services or submitting Personal Information to us you accept the terms to this Policy and consent to our use, collection, disclosure and retention to Personal Information as described in this Policy.
本政策规定了路盛律师事务所（下文称为"路盛"、"我方"或"我们"）如何处理我方所收集的或您提供的个人信息。您委托我方提供服务或向我方提交个人信息，即视同为您接受本政策之条款约定，并同意我方使用、收集、披露和保留本政策所述之个人信息。

Personal Information
个人信息

"Personal Information" means any information relating to an identifiable natural person. An indentifiable natural person is one who can be identified, directly or indirectly, by reference to the Personal Information.
"个人信息"是指任何与可识别的自然人有关的信息。可识别的自然人是指可通过参考"个人信息"被直接或间接识别的自然人。

The types of Personal Information we collect
所收集个人信息的类型

The Personal Information we collect about you may include but is not limited to your name, address, employer, telephone number, email address, online identifier, identification/passport number, location data,and any other Personal Information provided by you.
我方收集的有关您的个人信息可能包括但不限于您的姓名、地址、雇主方、电话号码、电子邮件地址、网络标识符、身份证/护照号码、位置数据以及您提供的任何其他个人信息。

How and why we use Personal Information
如何以及为何使用个人信息

We may use your Personal Information for different purposes including but not limited to: establishing your identity; communicating with you; managing our relationship with you; providing you with our services; sending you communications which we believe may interest you; to comply with our legal obligations; and when instructing third parties on your behalf (wherever they are located) which may include those third parties providing your Personal Information to government bodies and other entities which administer intellectual property in that jurisdiction; and other service providers including technology and Internet service providers, data storage providers etc.
我方可能出于不同目的使用您的个人信息，包括但不限于：建立您的身份档案；与您进行沟通交流；管理我方与您的关系；向您提供我方服务；向您发送我方认为您可能感兴趣的讯息；履行我方的法律义务；代表您指示第三方（无论其位于何地）开展相关业务，其中可能包括向其所在地司法管辖区内管理知识产权之政府机构和其他实体提供您个人信息的第三方，以及其他服务供应商，包括技术和互联网服务供应商、数据储存服务供应商等。

To provide you with a better page display and understand service compatibility, we will collect information about your service usage and how you use it, and we will integrate this information. For example, we will add scores and tags based on your interaction history so that we can further analyze and optimize our services.
为向您提供更优质的页面展示、了解服务适配性，我们会收集关于您使用的服务以及使用方式的信息并将这些信息进行关联，例如，我们会根据您的互动记录为您加注积分、标签等信息，以便我们进一步分析优化服务。

Disclosure and use of Personal Information to and by third parties
向第三方或由第三方披露和使用个人信息

We may disclose your Personal Information to third parties who carry out functions on our behalf or who we instruct on your behalf to provide services to you or as required by law. Where it is necessary for Personal

Information to be provided to a third party for the provision of a service to us, we will seek to prevent the unauthorised use or unauthorised disclosure of the Personal Information by the third party.
我方可能会将您的个人信息披露给代表我方履行相关职能的第三方，或者披露给我方代表您指示其向您提供服务的第三方或者法律规定要求的第三方。如果必须向第三方提供个人信息以获得所需服务，我方将尽一切努力防止第三方在未经授权的情况下使用或披露相应的个人信息。

To provide you with integrated quality service, we may need to share your personal information among all Lusheng offices and with strategic partners of Lusheng. Sharing is limited to the purposes and processing methods stated in this Policy. You agree that, subject to any additional obligations under applicable laws, third parties who receive Personal Information from us may use and disclose the Personal Information subject to their privacy policies and the laws applicable to them.

为了向您提供一体化的优质服务，我方可能需要将您的个人信息在路盛各地的办公室之间、以及与路盛的战略合作伙伴共享。共享仅限于本政策所述的目的与处理方式。您知晓并同意，在遵守适用法律规定的任何其他义务的前提下，从我方接收个人信息的第三方可以根据其隐私保护政策和有关适用法律使用和披露个人信息。

International transfer of personal information
个人信息的跨境传输

As we have worldwide partnerships across Asia, Europe and Africa, we may need to store and process your personal information, such as name, email address, country of residence, workplace, occupation, etc., in the countries/regions in which our offices, partners, suppliers and service providers are located for commercial marketing and promotion purposes.

由于我方的合作伙伴遍及全球（亚洲、欧洲、非洲），我方可能需要出于商业营销与推广的目的，在我方的办公室、合作伙伴、供应商、服务提供商所在的国家/地区存储和处理您的个人信息,例如，姓名、邮箱地址、所在国家、工作单位、职业等。

We provide our products or services through resources and servers located across the world, which means that your personal information may be transferred to, or accessed from, jurisdictions outside the countries/regions in which you use the products or services with your consent. We will strive to ensure that your personal information is adequately and equally protected within the People's Republic of China.

由于我方通过遍布全球的资源和服务器提供产品或服务，这意味着，在获得您的授权同意后，您的个人信息可能会被转移到这些您使用产品或服务所在国家或地区的境外管辖区，或者受到来自这些管辖区的访问。我方会努力确保您的个人信息得到在中华人民共和国境内足够同等的保护。

These overseas recipients include:

这些境外接收方包括：

Region 地区	Overseas Recipients 境外接收方	Address 地址	Contacts 联系方式
Hong Kong SAR 中国香港	Rouse Hong Kong	26th Floor Tesbury Centre 28 Queen's Road East Wan Chai, Hong Kong SAR	hongkong@rouse.com
United Kingdom 英国	Rouse & Co International Limited	6th Floor 1-6 Lombard Street London United Kingdom EC3V 9AA	london@rouse.com

Indonesia 印度尼西亚	Suryomurcito & Co.	Jakarta Suite 701 Wisma Pondok Indah 2 Jl. Sultan Iskandar Muda Kav. V-TA Pondok Indah Jakarta Indonesia 12310	jakarta@rouse.com
Thailand 泰国	Rouse & Co. International (Thailand)	Unit 6E04-07 6th Floor The PARQ (East Wing)	bangkok@rouse.com
	Limited	88 Ratchadaphisek Road Khlong Toei Bangkok Thailand 10110	
Philippines 菲律宾	Baranda & Associates	Suite 1002 Fort Legend Towers 3rd Avenue corner 31st Street Bonifacio Global City Taguig City Metro Manila The Philippines 1634	manila@rouse.com
Myanmar 缅甸	Rouse Myanmar Company Limited	La Pyayt Wun Plaza Room No. 507-508 (5th Floor) No. 37 Alanpya Pagoda Street Dagon Township Yangon Myanmar	myanmar@rouse.com
Cambodia 柬埔寨	Rouse & Co (Cambodia) Company Limited	Attwood Business Centre, No. 23 Unit 43 E2 Level 3, Street 110A Sangkat Teuk Thla, Khan Sen Sok Phnom Penh Cambodia 12102	cambodia@rouse.com
Vietnam 越南	Sao Bac Dau IP Ltd Co	29th Floor, West Tower, Lotte Center Hanoi 54 Lieu Giai Street Ba Dinh District Hanoi Vietnam	hanoi@rouse.com
	Rouse Legal Vietnam Ltd.	Suite 1003 Doji Tower 81-85 Ham Nghi, District 1 Ho Chi Minh City Vietnam	hcmc@rouse.com

Africa 非洲	Rouse Africa (Pty) Ltd	2nd Floor Dean Street Arcade 5 Dean Street Newlands 7700 Cape Town South Africa	africa@rouse.com
Saudi Arabia 沙特阿拉伯	N/A	Kadasa Intellectual Property Ibn Katheer Street King Abdulaziz Street Kadasa Building, PO Box 20883	riyadh@rouse.com
		Riyadh Kingdom of Saudi Arabia 11465	
Sweden 瑞典	Rouse AB	Rouse AB Sveavägen 24 Box 7086 103 87 Stockholm	sweden@rouse.com
	Valea AB - Trading as Rouse	Valea AB - Trading as Rouse Sveavägen 24 Box 7086 103 87 Stockholm	sweden@rouse.com
		Valea AB - Trading as Rouse Lilla Bommen 3A Box 1098 405 23 Gothenburg	sweden@rouse.com
		Valea AB - Trading as Rouse Anna Lindhs Plats 4 Box 17067 200 10, Malmö	sweden@rouse.com
United Arab Emirates 阿拉伯联合酋长国	Rouse & Co International Limited (Dubai Branch)	11th Floor The Maze Tower Sheikh Zayed Road PO Box 31778 Dubai United Arab Emirates	dubai@rouse.com

Consent
许可同意

You agree that we may share your Personal Information within the Lusheng Law Firm and with third parties who carry out functions on our behalf or assist us to deliver our services, such as business associates, contractors, agents or service providers.
您同意我方可以在路盛律师事务所内，以及与代表我方履行职能或协助我方提供服务的第三方，如商业伙伴、承包商、代理人或服务供应商共享您的个人信息。

You agree that we may communicate with you to provide you with information or details of products, services,

events, and resources we think may be of interest to you. The permission you provide to us is not limited in time. You may elect to opt out of receiving communications from us by (i) contacting us using the contact information provided below; or (ii) by using the 'unsubscribe' facility on a communication we send to you.
您同意我方可向您发送讯息以便向您提供我方认为您可能感兴趣之产品、服务、活动和资源的信息或详情。您向我方作出的该等许可同意不受时间限制。您可以通过以下方式选择不再接收我方之讯息：（i）使用下方提供的联系信息与我们取得联系以告知我方不再发送；或者（ii）使用我们发送给您的讯息中的"取消订阅"功能。

If you ask us to opt out of receiving further communications from us with information or details of products, services, events, and resources we will take steps to ensure you do not receive any further information from us in future. It is not possible to opt out of receiving communications from us where such communications are required for the conduct of our business (i.e. where you are a client, a former client or a third party with whom we must communicate on a matter for a client).
如果您告知我方不再接收我方关于产品、服务、活动和资源之信息或详情的进一步讯息，我方将采取措施确保您在今后不会再接收到我方发出的任何相关信息。对于我方开展业务所必须进行的通讯则无法选择不予接收（例如，当您为客户方、前客户，或者第三方而我方必须就相关客户事宜与您进行沟通时）。

Where we store and process Personal Information
个人信息的储存和处理地点

We will only store and process your Personal Information in the People's Republic of China. Details of the entities of the Lusheng Law Firm may change from time to time and can be requested using the contact information set out later in this Policy.
我方仅会在中华人民共和国境内储存和处理您的个人信息。路盛律师事务所实体的详细信息可能会不时更改，您可通过本政策下文所示之联系方式提出相应查询请求。

We may store and process Personal Information in databases, in applications, in hard copy files, on servers, in the 'cloud', on laptops, on desktop computers, on mobile phones, on tablets or elsewhere. We may use secure offsite storage facilities.
我方可能在数据库、应用程序、硬拷贝文件、服务器、"云端"、笔记本电脑、台式电脑、手机、平板电脑中或以其它形式储存和处理个人信息。我们可能会使用安全的异地离线储存设施。

Security of Personal Information
个人信息的安全

We seek to ensure that Personal Information is kept secure and take reasonable steps to protect it from misuse, loss, interference, unauthorised access, modification, or disclosure. We use a variety of security measures both physical and electronic to secure Personal Information.
我方致力于确保个人信息的安全，并采取合理措施保护其免受滥用、丢失、干扰，以及未经授权之访问、修改或披露。我方使用多种物理和电子安全措施来保护个人信息。

We regularly review these arrangements to ensure we are taking reasonable and technically feasible steps available at the time to protect your Personal Information.
我方定期审查该等安全配置，以确保我方始终能采取合理且技术上可行之措施来保护您的个人信息。

We cannot guarantee that your Personal Information is totally protected: for example, from hackers, interference, or misappropriation. You acknowledge that the security of online transactions and the securityof communications sent by electronic means or by post cannot be guaranteed. You provide information to us via the internet or by post at your own risk. We do not accept responsibility for misuse or loss of, or unauthorised access to, your Personal Information where the security of information is not within our control. If you suspect any misuse or loss of, or unauthorised access to, your Personal Information, please contact us immediately using the contact details set out later in this Policy.
我方不保证您的个人信息能得到完全保护：例如保护个人信息完全免于黑客入侵、干扰、挪用。您应

知悉，我方无法完全保证在线交易的安全以及通过电子方式或邮寄方式发送之通讯信息的安全。对于您通过互联网或邮寄方式向我方提供之信息，相关风险应由您自行承担。在信息安全问题超出我方控制能力范围的情况下，对于因此而发生的个人信息滥用、丢失或未经授权之访问，我方不承担相应责任。如果您怀疑您的个人信息遭到滥用、丢失，或未经授权之访问，请立即通过本隐私保护政策下文所列的联系方式与我们取得联系。

How long we keep Personal Information
个人信息的保留时限

We retain Personal Information for as long as we reasonably require it for legal or business purposes and we take reasonable steps to destroy all Personal Information when we no longer need the Personal Information.
我方将按照满足相关法律或商业目的所需的合理期限来保留个人信息，当不再需要保存个人信息时我方会采取合理措施销毁所有个人信息。

Accessing and updating Personal Information
个人信息的访问和更新

We respect your right to access and control your information, and we will respond to requests for informationand, where applicable, will correct, amend, or delete your personal information. You can provide us with updated information or for any other requests related to your personal information by contacting us using the contact information provided below.
我方尊重您对个人信息的访问和控制权利，我方将及时回应您提出的信息请求并在适用的情况下更正、修改或删除您的个人信息。您可以使用以下所示的联系方式与我方取得联系，以便向我方提供最新的信息或提交与您个人信息相关的任何其它请求。

Regarding the deletion of personal information and changes in authorization, you can withdraw your authorization for us to continue collecting your personal information for our services or related activities by stopping following us, applying to unsubscribe, or deleting the information. If you wish to unsubscribe from our news updates, you can send your unsubscribe request to marketing.cn@lushenglawyers.com. Once you withdraw your consent, we will cease processing the corresponding personal information. However, your decision to withdraw your consent will not affect the processing of personal information previously carried out based on your authorization. Please note that for certain types of personal information, such as information necessary for us to fulfill our statutory obligations, we may not be able to respond to your request to change your authorization.
关于删除个人信息与改变授权，您可以通过不再关注、申请退订和删除信息的方式，撤回我们继续就本服务或相关活动收集您个人信息的授权。如您希望退订我们的资讯，您可将退订诉求发送邮件至marketing.cn@lushenglawyers.com。当您撤回同意后，我们将不再处理相应的个人信息。但您撤回同意的决定，不会影响此前基于您的授权而开展的个人信息处理。请注意，对于部分类型的个人信息，例如我们履行法律法规规定的义务所必需的信息，我们可能无法响应您的改变授权的请求。

Contact Details
联系方式

If you would like to update or correct your Personal Information, seek access to Personal Information we hold about you, or if you have any questions or complaints about how we collect, use, disclose, manage or store your Personal Information, you can contact us via data_privacy@lushenglawyers.com.

如果您想更新或更正您的个人信息，寻求访问我方持有的与您有关的个人信息，或者对我方如何收集、使用、披露、管理或存储您的个人信息有任何疑问或投诉，可以通过发送邮件至data_privacy@lushenglawyers.com.与我方联系。

Changes to this Policy
本政策之变更

We may change this Policy at any time. The current version of this Policy is the version on our website. Changes are effective immediately when we post the new version on our website. Your continued use of our website and/or receipt of our services signify your continued consent to this Policy.
我方可不时更改本隐私保护政策。本政策的当前版本即为我方网站所示之版本。我方在网站上发布新版本时相关更改内容将立即生效。如果您继续使用我方网站亦或接收我方服务，则表明您继续同意本政策之内容。

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