

Privacy Policy 隐私政策

1. About this Privacy Policy 关于隐私政策

This privacy policy applies when you visit or use our websites, apps and other services, including events, that refer or link to this privacy policy (each, a “Service”). This privacy policy may be supplemented by additional privacy statements, terms or notices provided on certain areas of the Service or during our interactions with you.

本隐私政策适用于您访问或使用我们的网站、应用程序和其他服务（包括活动），这些服务（每项“服务”）涉及或链接到本隐私政策。在某些领域的服务或与您的互动过程中，本隐私政策可能会补充一些隐私声明、条款或通知。

Irrespective of any branding used on the website, the Reed Business Information legal entity that owns or administers the Service, as identified therein, is the primary controller of your personal information provided to, or collected by or for, the Service, and, in any event, you may contact us at the address below.

无论在网站上使用何种品牌，拥有或管理服务的 Reed Business Information (RBI) 都是您提供给服务或根据服务需要所收集的个人信息的主要管理者，在任何情况下，您可以通过以下地址和我们联系。

2. Information We Collect 我们收集的信息

We collect information about you in three ways: directly from your input, through the Service’s technologies, and from third party sources.

我们通过三种方式收集您的个人信息：从您输入的内容直接收集、通过服务的技术自动收集以及从第三方获得。

2.1 Data You Provide to Us 您提供的信息

The types of personal information that we collect directly from you depends on how you interact with us and the Service and includes:

我们直接从您那里收集到的个人信息类型取决于您与我们和服务的互动方式，包括：

- Contact details, such as your name, email address, social media handle, postal address and phone number;
- 联系详情，例如您的姓名、电子邮件地址、社交媒体、邮寄地址和电话号码；
- Account login credentials, such as usernames and passwords, password hints and similar security information;
- 账户登录验证信息，例如用户名和密码、密码提示和类似的安全信息；
- Other account registration and profile information, such as educational and professional background and photo;
- 其他账户注册和个人资料信息，例如受教育程度、职业背景和照片；
- Payment information, such as a credit or debit card number;
- 付款信息，例如信用卡或借记卡卡号；
- Comments, feedback and other information you provide to us, including search query data and questions or information you send to customer support; and/or
- 您提交的意见、反馈以及其他信息，包括搜索查询数据以及发给客服咨询的问题或信息；和/或
- Interests and communication preferences, including preferred language.
- 兴趣和沟通偏好，包括首选语言

2.2 Data from Service Use 通过服务自动收集的信息

The Service automatically collects information about how you and your device interact with the Service, including:

该服务会自动收集有关您和您的设备与服务互动的信息，其中包括：

- Computer, device and connection information, such as IP address, browser type and version, operating system and other software installed on your device, mobile platform and unique device identifier and other technical identifiers, error reports and performance data;

电脑、设备和连接信息，例如 IP 地址、浏览器类型和版本、操作系统及设备上安装的其他软件、移动平台和设备唯一标识符以及其他技术标识符、错误报告和性能数据；

- Usage data, such as the features you used, the settings you selected, URL click stream data, including date and time stamp, and referring and exit pages, and pages you visited or searched for on the Service; and/or

数据使用，例如您使用的功能、选择的设置、网址点击量数据（包括日期、时间戳、引用和退出页面）以及您在服务网站上访问或搜索的页面；和/或

- For location-aware Services, the region, city or town where your device is located in order to provide you with more relevant content for where you are in the world.

- 位置感知型服务，您的设备所处地区、城市或乡镇，以便为您提供更多相关内容。

We collect this data through our servers and the use of cookies and other technologies. You can control cookies through your browser's settings and other tools. However, if you block certain cookies, you may not be able to register, login, or access certain parts or make full use of the Service. For more details, visit the cookie notice of the Service.

我们通过服务器、使用 cookies 以及其他技术收集数据。您可以通过浏览器设置和其他工具来控制 cookies。但如果您屏蔽了某些 cookies，则可能导致无法注册、登录、访问某些服务内容及充分使用本服务。更多信息，请访问服务的 cookie 通知。

2.3 Data from Other Sources 来自其他渠道的数据

We also may obtain personal information about you from our group companies and from other third parties, including:

此外，我们也可以通过集团下属公司和其他第三方渠道获取您的个人信息，包括：

- The administrators at the organization with which you are employed or affiliated to activate and manage your access to the organization's subscription to the Service;
- 您就职公司或隶属机构负责激活并管理您对公司订阅服务访问权限的管理员；

- Social networks when you grant permission to access your data on one or more networks;
- 您授权同意在一个或多个网络上可访问到个人数据的社交网络；
- Our service providers that help us determine a location based on your IP address in order to customize the Service to your location;
- 服务供应商，他们通过您的 IP 地址帮助我们确定您的位置，以便提供定制化服务；
- Partners with which we offer co-branded services or engage in joint marketing activities; and/or
- 我们提供联合品牌服务或参与联合营销活动的合作伙伴；和/或
- Publicly-available sources and data suppliers from which we obtain data to validate or supplement the information we hold.
- 公开数据来源和数据提供商，用于验证或补充我们已获得的信息。

3. How We Use Your Information 个人信息使用

Depending on how you interact with us and the Service and your preferences, we use your personal information to:

根据您和我们及服务的互动方式，同时考虑到您的沟通偏好，我们会将您的个人信息用于：

- Provide, activate and manage your access to and use of the Service;
- 提供、激活及管理您对服务的访问和使用；
- Process and fulfil a request, order, download, subscription or other transaction (including to process payments);
- 处理和完成请求、订单、下载、订阅或其他交易（包括处理付款）；
- Provide technical, product and other support and to help keep the Service working, safe and secure;
- 提供技术、产品和其他支持，帮助保持服务正常运作、安全和可靠；
- Enhance and improve the Service and our other products and services and to develop new products, services and benefits;
- 提升和完善服务和其他产品，开发新产品、新服务；

- Offer you customized content and other personalization to make the Service more relevant to your interests and geography;
- 向您提供自定义内容和定制化服务，以使其与您的兴趣和所处地区市场情况更加相关；
- Respond to your requests, inquiries, comments and concerns;
- 回应您的需求、询问、意见或顾虑；
- Notify you about changes, updates or other announcements related to the Service and our other products and services;
- 通知您关于服务及我们的产品和服务的变更或更新；
- Deliver targeted advertisements, promotional messages, notices and other information related to the Service, your interests and other products, events and services;
- 提供针对服务、客户兴趣及其他产品和活动的广告、促销信息、通知、其他信息等；
- Invite you to participate in user testing and surveys as well as sweepstakes, competitions and similar promotions;
- 邀请您参加用户测试和调查，以及抽奖、比赛和其他类似的促销活动；
- Identify usage trends and develop data analysis, including for purposes of research, audit, reporting and other business operations, including determining the effectiveness of our promotional campaigns and evaluating our business performance, or in other ways pursuant to a customer agreement; and/or
- 发现使用趋势并开展数据分析，以研究、审计、报告和其他业务运营为目的，包括评估促销活动的有效性和业务表现，或根据客户协议以其他方式进行评估；和/或
- Comply with our legal obligations, resolve disputes, and enforce our agreements.
- 履行法律义务、解决争议并执行协议内容。

If you are an administrator of an organization with a subscription to the Service, we will use your details to communicate with you about your organization's subscription and related services. If you supply us contact information of your colleagues, we may contact those individuals with communications about the Service that may include reference to you.

如果您是订购本服务的公司的管理层，我们将通过您的详细信息与您就您公司订阅的服务内容进行沟通。如果您向我们提供了您同事的联系方式，我们也可能会联系他们就服务内容进行沟通，这些沟通可能包括提及到您。

4. Sharing of your Information 个人信息共享

4.1 Your Organization 就职单位

If you access the Service through a subscription administered by your organization, your personal information and certain usage data gathered through the Service may be accessed by or shared with the administrators authorised by your organization for the purposes of usage analysis, subscription management and compliance, cost attribution and departmental budgeting.

如果您通过贵单位的订购来访问服务，则通过服务收集的个人信息和特定使用数据可能会被贵单位授权的管理员访问或共享，以便进行用户使用分析、订阅管理及合规，成本归属和部门预算。

4.2 Application Licensor 应用程序许可方

If you access a third-party application on the Service through a license agreement with the licensor of that application, the personal information relevant to that third-party application will be shared with its licensor so that it can provide you access to the application, subject to the terms of its license agreement and its privacy policy.

如果您依照与第三方应用程序许可方签订的许可协议，访问服务包含的应用程序，则与该应用程序相关的个人信息将共享给其许可方，以便其根据许可协议和隐私政策的条款，为您提供应用程序访问。

4.3 Our Processors 我们的信息处理商

Depending on the Service provided, we share information with:

根据所提供的服务，我们与以下人员共享信息：

- Our affiliates, trading names and divisions within the Reed Business Information group of companies worldwide (for a list, click [here](#)) and certain RELX Group companies that provide technology, customer service and other shared services functions; and/or
- 我们所有的附属机构、商号以及 RBI 全球下属公司内的部门（点击[此处](#)获取详细列表），以及励迅（RELX）集团内某些提供技术、客户服务和其他共享服务功能的附属公司；和/或
- Our service providers, suppliers, agents and representatives, including but not limited to, editors, payment processors, customer support, email service providers, IT service providers, mailing houses and shipping agents;
- 我们的服务供应商、供应商、代理商和代表，包括但不限于编辑、付款处理方、客户支持、电子邮件服务提供商、IT 服务提供商、邮寄公司和运输代理商；

to process the information for us based on our instructions and in compliance with this privacy policy and any other appropriate confidentiality and security measures.

他们将根据我们的指示并遵守本隐私政策和任何其他适当的保密和安全措施，为我们处理信息。

4.4 Your Choices 您的选择

We share your personal information with our group companies and with sponsors, joint venture partners and other third parties, including entities for which we are acting as an agent, licensee, application host or publisher, that wish to send you information about their products and services that may be of interest to you, as determined by your choices and in managing your communications preferences and other settings.

我们与集团公司、赞助商、合资伙伴和其他第三方共享您的个人信息，包括我们作为代理商、被许可方、应用程序主体或发布商的实体，希望向您发送您可能感兴趣的关于其产品和服务的信息，这些信息是管理您的沟通偏好和其他设置时，根据您的选择判定的。

The Service may let you post and share personal information, comments, materials and other content. Any such contributions that you disclose publicly may be collected and used by others, may be indexable by search engines, and might not be able to be removed. Please be careful when disclosing personal information in these public areas.

服务可能会让您发表和分享个人信息、评论、资料和其他内容。您公开披露的任何信息可能被其他人收集和使用，可能被搜索引擎索引以及可能无法删除。因此，在这些公共区域披露个人信息时，请小心谨慎。

4.5 Legal Reasons 法律原因

We also disclose your personal information if we have a good faith belief that such disclosure is necessary to:

假如我们有充分理由相信披露对于以下情况是必要的，那么我们也会披露您的个人信息：

- meet any applicable law, regulation, legal process or other legal obligation;
- 符合任何适用的法律、法规、法律程序或其他法律义务；
- detect, investigate and help prevent security, fraud or technical issues; and
- 以检测、调查并帮助预防安全威胁、欺诈或技术问题；和
- protect the rights, property or safety of Reed Business Information, our users, employees and others;
- 以保护 RBI、我们的用户、员工和其他人的权利、财产和安全；

and as part of a corporate transaction, such as a transfer of assets to or an acquisition by or merger with another company.

以及作为公司交易的一部分，例如将资产转让给另一家公司或与另一家公司进行收购或合并。

5. Your Communications Preferences 您的沟通偏好

You can customise and manage your communications preferences and other settings when you register with the Service, by updating your account features and preferences, by using the “opt-out” or unsubscribe mechanism or other means provided within the communications that you receive, or by contacting us at the address below. We reserve the right to notify you of changes or updates to the Service whenever necessary.

您可在注册服务时，通过更新您的账户功能和偏好、通过使用“选择退出”或取消订购机制或您与我们沟通时获得的其他方式，自定义和管理您的沟通偏好。我们保留在必要时通知您服务变更或更新情况的权利。

6. Accessing and Updating your Information 访问及更新您的个人信息

The Service may allow registered users to directly access and review their account information and make corrections or updates upon login at any time. Keeping such information up to date is solely the responsibility of the user. Registered users may also close their account directly through the Service or by contacting the Service’s customer support.

服务允许已注册用户随时访问其账户信息，以及登陆后进行更正或更新。保证账户信息的更新情况由用户全权负责。已注册用户也可以直接通过服务或联系客服停用账户。

7. Data Retention 数据保留

We retain your personal information for as long as necessary to provide the Service and fulfill the transactions you have requested, and for other essential purposes such as complying with our legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing our agreements.

我们会在必要时保留您的个人信息，以便提供服务、处理您提交的订单，以及履行我们的法律义务、维护业务和财务记录、解决纠纷、保障安全、检测和预防数据欺诈和滥用，并执行我们的协议内容。

8. Children's Privacy 儿童隐私

We do not knowingly collect information from children under the age of 13 or target the Service to children under 13.

我们不会刻意收集 13 岁以下儿童的信息，或将服务对象定位于 13 岁以下儿童。

9. Data Security 数据安全性

We use a variety of administrative, physical and technical security measures to help safeguard your personal information.

我们通过各种管理、实体和技术安全措施来帮助保护您的个人信息。

10. Locations of Processing 数据处理所在地

Your personal information may be stored and processed in your region or another country where Reed Business Information group companies and our service providers maintain servers and facilities, including Australia, Brazil, France, Germany, Italy, Ireland, the Netherlands, Singapore, South Africa, the United Kingdom, and the United States. We take steps, including through our contracts, to ensure that the information continues to be protected wherever it is located in a manner consistent with the standards of protection required under applicable law.

您的个人信息可能会在您所处地区或其他国家进行存储和处理，这些国家包括澳大利亚、巴西、法国、德国、意大利、爱尔兰、荷兰、新加坡、南非、英国和美国。在那里，

RBI 和我们的服务供应商会维护服务器和相关设施。我们会采取措施，例如通过合同约定，确保信息符合所在地法律要求的保护标准的方式继续受到保护。

Where personal information is transferred from the European Economic Area or Switzerland to a country that has not received an adequacy decision by the European Commission, we rely on appropriate safeguards, such as the European Commission-approved Standard Contractual Clauses and the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, to transfer the data.

如果将个人信息从欧洲经济区或瑞士转移到未通过欧盟充分性认定的国家，我们依靠适当的保护措施，例如欧盟委员会批准的标准合同条款和欧盟-美国及瑞士-美国隐私保护框架协议来传输数据。

Accuity Inc. and FlightStats Inc have certified certain of their services to the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks as set forth by the U.S. Department of Commerce. Please view these entities' Privacy Shield Notice [here](#). To learn more about the Privacy Shield program, and to view these entities' certification, please visit www.privacyshield.gov.

根据美国商务部的规定，Accuity Inc.和 FlightStats Inc 已经向欧盟-美国及瑞士-美国隐私保护框架协议认证了他们的某些服务。查看这些公司的隐私保护公告，请点击[这里](#)。了解隐私保护框架协议更多内容并查阅这些公司的服务认证，请访问 www.privacyshield.gov。

11. Grounds for Processing 数据处理的基础

When we collect from you any personal information within the scope of European data protection laws, we do so (a) with your consent; (b) where necessary to provide the Service, fulfill a transaction or otherwise perform a contract with you or at your request prior to entering into a contract; (c) where necessary for our compliance with a legal

obligation; (d) where necessary for the performance of a task carried out in the public interest; and/or (e) as necessary to fulfill our legitimate interests as described below, except where our interests are overridden by your privacy rights. Where we rely on your consent to process personal information, you have the right to withdraw your consent at any time, and where we rely on legitimate interests, you have the right to object.

当我们收集您在欧洲数据保护法律范围内的任何个人信息时，我们会遵循以下原则

- (a) 征得您的同意；
- (b) 必要时提供服务，履行交易或与您签订合同或在签订合同前应您的要求；
- (c) 遵守法律义务；
- (d) 为维护公共利益而执行的任务；和/或
- (e) 履行我们如下所述的合法利益，除非您的隐私权利凌驾于我们的利益之上。我们处理个人信息是基于您的授权许可，因此您有权随时撤回许可，并且就我们作为依据的合法利益，您有权提出异议。

Our legitimate interests are: to deliver our products to our customers and their end users; to detect or prevent fraud; to protect the security of our systems, customers and users; to further develop our products; to conduct direct marketing; to operate our business (by processing payments/invoices and conduct credit checks on customers, suppliers and leads, perform sales and customer relations management, supplier management, as well as incidental processing in our back office for these purposes); to enable our customers to comply with legal obligations; to provide customer service or support; or fulfil our other legitimate interests as described above.

我们的合法利益包括：将产品交付客户和他们的终端用户；检测或防止欺诈；保护我们的系统、客户和用户安全；进一步开发产品；进行直接营销；经营业务（通过处理付款/发票，对客户、供应商和销售线索进行信用核查，销售和客户关系管理，供应商管理，以及为了这些目的而在我们的后台进行的附带处理）；促使我们的客户履行法律义务；提供客户服务和支持、或行使如上所述的其他合法权益。

12. Your rights 您的权利

You have the right under European and certain other privacy and data protection laws to request free of charge:

根据欧洲及其他某些隐私和数据保护法，您有权免费要求：

- access to and correction or deletion of your personal information,
- 访问、更正或删除您的个人信息；
- that we cease or limit our processing of your personal information,
- 我们停止处理或限制我们处理您的个人信息；
- a copy of your personal information (right to data portability), and to
- 您的个人信息备份（数据迁移），以及
- object at any time to processing of personal information concerning you for direct marketing.
- 随时反对以直接营销为目的对您的个人信息进行处理。

If you would like to exercise any of these rights, please contact us at the address set out below. We will respond to your request consistent with applicable laws. To protect your privacy and security, we may require you to verify your identity.

如果您想行使这些权利，请通过以下地址与我们联系。我们会根据适用法律回应您的请求。为保护您的隐私和安全，我们可能会要求您进行身份验证。

13. Changes 变更

We will update this privacy policy from time to time. Any changes will be posted on this page with an updated revision date. If we make any material changes, we will provide notice through the Service or by other means.

我们会不时更新本隐私政策。任何变更及更新日期将发布在本页面。任何重大更改将通过服务或其他方式通知用户。

14. Contact us 联系我们

If you have any questions, comments or requests regarding this privacy policy or our processing of your information, please contact:

如果您对本隐私政策或信息处理有任何问题、意见或请求，请联系：

Data Protection Officer,
Reed Business Information Limited,
Quadrant House,
The Quadrant,
Sutton, Surrey SM2 5AS,
United Kingdom,
电子邮件：dataprotection@reedbusiness.com.

15. How to complain 投诉渠道

We hope that we can resolve any query or concern you raise about our use of your information but you may also lodge a complaint with the data protection authority in the applicable jurisdiction.

我们希望可以解决您对我们使用您的信息所提出的任何疑问或顾虑，同时您也可向适用管辖区的数据保护机构提出投诉。

Last updated: 27 April 2018 本隐私政策的最后更新日期为 2018 年 4 月 27 日