

Data Privacy

Lenovo is committed to protecting the privacy and confidentiality of personal information (Personal Information) about its employees, customers, business partners and other identifiable individuals. Lenovo's policies, guidelines and actions support this commitment to protecting Personal Information. Each manager and employee bears a personal responsibility for fulfilling the following general principles for collecting, using, disclosing, storing, accessing, transferring or otherwise processing Personal Information.

The general principles are:

Fairness

Lenovo will collect and process Personal Information fairly and lawfully and will provide clear notice about such practices.

Purpose

Lenovo will collect Personal Information only if it is relevant to a legitimate business purpose. Lenovo will state that purpose where required by law (and where practicable if not required by law), and Lenovo will process this Personal Information in a manner consistent with the purposes for which it is collected.

Accuracy

Lenovo will strive to keep Personal Information in a form that is as accurate, complete and up-to-date as is necessary for the purpose for which it is collected.

Disclosure

Lenovo will make Personal Information available inside or outside Lenovo only in appropriate circumstances and only in accordance with its stated practices.

Security

Lenovo will implement appropriate measures to safeguard Personal Information, and will provide appropriate resources to fulfill this objective. Lenovo will also require third parties collecting, storing, or processing Personal Information on behalf of Lenovo, if any, to process it only in a manner consistent with Lenovo's Data Privacy Policy.

Access and Redress

Lenovo will provide individuals with appropriate access to Personal Information about them. Lenovo will resolve questions and problems that may be raised by such individuals.