

INFORMATION ON THE PROCESSING OF PERSONAL DATA COLLECTED IN RELATION TO UNDERTAKING COOPERATION WITH BUSINESS PARTNERS BY COCA-COLA HBC POLSKA SP. Z O.O.

In order to meet the requirements of EU Regulation 2016/679 of 27 April 2016 (the General Data Protection Regulation), hereinafter referred to as "**the GDPR**", and in order to ensure the clarity of the rules of processing for your data, below we present information on how Coca-Cola HBC Polska Sp. z o.o. processes personal data of:

- a. **the Business Partners (suppliers, service providers, contractors, etc.), including potential Business Partners, conducting business activities as natural persons** (individual entrepreneurs) concluding agreements with Coca-Cola HBC Polska Sp. z o.o. and those to whom cooperation proposals are presented,
- b. **the natural persons representing the Business Partners of Coca-Cola HBC Polska Sp. z o.o.** (regardless of whether the Business Partner is a natural or a legal person), including their agents, employees and associates responsible for contact on matters related to the agreement, its implementation or supervision of its performance,
- c. **the partners (natural persons) of the Business Partner and the persons who act as members of the bodies in the Business Partner's organisation.**

We would like to ask the Business Partners to read the following information carefully and provide it to the above-mentioned interested persons, especially those who will represent the Business Partner in the dealings with Coca-Cola HBC Polska Sp. z o.o.

1. Personal Data Controller

Coca-Cola HBC Polska Sp. z o.o., with its registered office in Warsaw at ul. Żwirki i Wigury 16; 02-092 Warsaw is the controller of the personal data collected in connection with undertaking and maintaining business relations (hereinafter referred to as "**the Personal Data**") and is therefore responsible for ensuring that they are processed in accordance with the provisions of the GDPR. Detailed principles for processing of Personal Data by Coca-Cola HBC Polska Sp. z o.o. (hereinafter referred to as "**the Controller**" or "**CCHBC**") are presented below.

2. The purposes and legal bases for Personal Data processing

Personal Data will be processed by the Controller for the following purposes:

- 1) In the case of Business Partners:
 - a. conducting verification and evaluation of the Business Partner for the purpose of making decisions regarding cooperation – which is a legitimate interest of the Controller (legal basis: Article 6(1)(f) of the GDPR),
 - b. concluding and executing the agreement concluded with the Business Partner, including its handling, monitoring the correctness of performance and settlement of the contract (legal basis: Article 6(1)(b) of the GDPR),
 - c. keeping accounting records (legal basis: Article 6(1)(c) of the GDPR),
 - d. presenting new cooperation offers – which is a legitimate interest of the Controller (legal basis: Article 6(1)(f) of the GDPR),
 - e. handling potential disputes and making claims related to conducted business activities – which is a legitimate interest of the Controller (legal basis: Article 6(1)(f) of the GDPR);
- 2) In the case of the persons representing Business Partners:
 - a. pursuing legitimate interest of the Controller (legal basis: Article 6(1)(f) of the GDPR), which in this case is reflected in the following purposes of the processing:
 - preparation of agreements and verification of persons authorised to represent the Business Partner,
 - contact regarding matters related to negotiation, signing and performance of an agreement or presenting new cooperation offers,

- the purposes of administration, including the organisation of cooperation and supervision of the performance of services or the fulfilment of other obligations under the agreement,
 - the purposes of evidence related to the implementation of the agreement,
 - making claims resulting from the conducted business activities;
- b. complying with legal obligations imposed on the Controller, in particular where the Personal Data constitute an element of accounting documentation (legal basis: Article 6(1)(c) of the GDPR).
- 3) In the case of natural persons acting as members of the bodies and the data of partners of the Business Partner, data processing occurs as a part of pursuing legitimate interests of the Controller (legal basis: Article 6(1)(f) of the GDPR), which is reflected in the following purposes of the processing:
- b. preparation of an agreement and verification of the Business Partner and the persons authorised to represent the Business Partner,
 - c. contact regarding matters related to negotiation, signing and performance of an agreement,
 - d. administration regarding agreements concluded with the Business Partners,
 - e. determining and making claims related to the cooperation with the Business Partners.

3. The categories of the processed Personal Data

For the purposes listed in Section 2, the Controller can process the following categories of Personal Data:

- a) in the case of the members of the bodies of the company of the Business Partner: data disclosed in the KRS [*National Court Register*], in particular the forenames and surname, PESEL [*Polish citizen identification number*], and the function at the company;
- b) In the case of the partners of the Business Partner:
 - commercial companies and partnerships: data disclosed in the KRS, in particular the forenames, surname and PESEL;
 - civil law partnership: forename, surname, PESEL, address of residence of the partners, company name, registered office address, NIP [*Tax Identification Number*], REGON [*National Business Registry Number*];
- c) In the case of Business Partners conducting business activities as natural persons:
 - identification data: forename and surname, address of residence, ID card series and number, name, business address, NIP, REGON
 - contact details: telephone number, e-mail address, fax number, correspondence address;
 - Business Partner's bank details: bank account number and name of Business Partner's bank;
 - data on the formal, legal and financial situation of the Business Partner;
- d) In the case of the agents of the Business Partner:
 - identification data: forenames, surname, PESEL,
 - contact details: telephone number or e-mail address;
- e) In the case of employees and associates of the Business Partner:
 - identification data: forename, surname, as well as the series and number of the identity document where it is justified and necessary due to the need to verify the identity of a particular person,
 - business data: position, place of work,
 - contact details: telephone number, e-mail address, fax number.

4. The principles of Personal Data Collection

Collecting data of Business Partners, their partners and the persons acting as members of the bodies

When collecting data from a Business Partner, the Controller provides the Business Partner with information on the data necessary for the implementation of an agreement. Failure to provide such data results in the impossibility to conclude the agreement. The provision of other data is in principle voluntary. In order to verify a Business Partner, the Controller may also obtain the Personal Data of the Partner from external sources of information such as public registers, white list of VAT taxpayers, publicly available websites and consulting companies such as Coface Poland Credit Management Services Sp. z o.o. (The information collected in this way includes register data and information on the formal, legal, and financial situation of the Business Partner). The Personal Data of members of the bodies and associates of the Business Partner is also obtained from publicly available registers, e.g. KRS and CEIDG [Central

Register and Information on Economic Activity] (in the form of certified copies, printouts, etc.) or directly from the Business Partner.

The acquisition of data of the persons representing a Business Partner

The Personal Data of the persons representing a Business Partner is, in principle, collected from that Partner. The Business Partner is responsible for informing these persons about the planned disclosure of their data to the Controller and about the scope and reasons for such disclosure. Personal Data may also be collected directly from a person representing the Business Partner. Providing data of persons representing the Business Partner is voluntary, but necessary for the implementation of the agreement. Failure to provide the data can hinder or completely prevent cooperation with the person representing the Business Partner. In order to obtain or verify the data of the persons representing Business Partners, the Controller can also use external sources of information, such as public registers and publicly available websites.

5. The recipients of Personal Data

Access to Personal Data may be granted to authorised employees of the Controller, law firms cooperating with the Controller, postal operators, and other entities in the Group if their access to the data is necessary for administrative purposes. In addition, access to Personal Data can be granted to entities processing Personal Data on behalf of the Controller, i.e. service providers (companies in the CCHBC Group or external entities), entrusted with Personal Data processing for the purposes of performing services provided to the Controller, in particular entities such as: IT tool suppliers, companies providing accounting services to the Controller, consulting and advisory companies, companies providing services in the fields of printing, sending, archiving and destroying documents, as well as their authorised employees, but only to the extent necessary for the proper performance of these services.

All persons authorised to process Personal Data are obliged to keep the data confidential and secure them from being disclosed to unauthorised persons.

6. The transfer of Personal Data to third countries (states outside the EEA)

CCHBC is a global company. Within the framework of the implementation of the aforementioned purposes for processing, access to Personal Data can be granted to employees, representatives, and contractors of CCHBC from countries outside the European Economic Area (EEA), but the legal regulations in such countries can require standards lower than those in force in the EEA. In such a case, CCHBC shall ensure that the appropriate security measures will be applied in relation to the information of the employee accessible outside the EEA.

Some countries outside the EEA, such as Canada and Switzerland, have been approved by the European Commission as countries ensuring protection which is in general equivalent to the legal regulations on data protection in force in the EEA and therefore no additional legal safeguards are required. In the case of the countries which have not been approved this way, such as Armenia, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Nigeria, Russia, Serbia, and Ukraine, the transfer of Personal Data of an employee shall occur on the basis of standard contractual clauses approved by the European Commission, which impose equivalent obligations within the scope of data protection directly on the recipient, unless the binding legal regulations on data protection will allow us to make such transfer without such formalities. In order to gain access to information on the security measures applied in the case of the transfer of data outside the EEA, it is necessary to contact the Controller through the Controller's Data Protection Officer at the contact e-mail address indicated in Section 9.

7. The Personal Data retention period

Personal Data will be processed by the Controller for the duration of the agreement concluded with the Business Partner and, after its termination, for the period of the limitation of claims. The Controller may, however, retain the identification and contact details of the Business Partner, including the business contact person details, for the purpose of offering cooperation in the future. In the case of a possible court dispute, the Personal Data will be stored at least until the final conclusion of the proceedings in this case.

Personal Data of natural persons representing the Business Partner will be stored at least for the period of cooperation with the Business Partner, in particular for the entire duration of the agreement concluded between the Controller and the Business Partner. Moreover, in situations where it will be necessary for the purposes of evidence, Personal Data may also be stored until the end of the period of the limitation of claims arising from the conducted business activities or the completion of the legal proceedings related to the aforementioned agreement.

For Personal Data processed within accounting records the retention period is the same as the period required by law for archiving such records (5 years in accordance with accounting regulations).

In the case of objections against Personal Data processing, the Controller will cease Personal Data processing for the purposes covered by the objection, except for the situations in which the data processing will still be necessary due to the existence of overriding legitimate purposes for the processing, about which the Controller shall inform the persons making the requests. Should the Business Partner or a person representing the Business Partner express objection to the processing of their Personal Data for the purposes of presenting new cooperation offers to the Business Partner, the Controller will no longer process the Personal Data for that purpose.

8. The rights related to Personal Data processing

Personal Data subjects may exercise the following rights with regard to the Controller:

- 1) the right to request access to or rectification of their Personal Data (in accordance with Articles 15 & 16 of the GDPR)
- 2) the right to demand restrictions on the processing of the data subject's data in situations, and according to the rules, indicated in Article 18 of the GDPR (the data subject shall have the right to demand restriction of the processing of the data subject's Personal Data for a period enabling the controller to verify them and their accuracy, or until the time when the data subject's objection against data processing has been dealt with. This right shall also apply if in the opinion of the data subject the processing of the data subject's Personal Data is unlawful, but the data subject does not want this data to be erased immediately, or if this data is needed for a longer time than the processing period assumed, due to issues related to exercising or defending claims)
- 3) the right to request the erasure of the data subject's personal data, pursuant to Article 17 of the GDPR ("the right to be forgotten")
- 4) the right to transfer Personal Data in accordance with Article 20 of the GDPR, i.e. to receive his or her personal data from the Controller in a structured, machine-readable (on a computer) and commonly used format and to request their transfer to another controller. This right only applies to the Personal Data of the Business Partner provided to the Controller by such Partner, processed on the basis of an agreement concluded with the data subject and in electronic form
- 5) the right to object at any time, on grounds relating to his or her particular situation, to the processing of the data subject's Personal Data in the case, if the data is being processed by the Controller in pursuit of the Controller's legitimate interests (in accordance with Article 21(1) of the GDPR).

Furthermore, a data subject has the right to lodge a complaint regarding the processing of his or her Personal Data via the Controller to the President of the Personal Data Protection Office (address: ul. Stawki 2, 00-193 Warsaw).

9. Contact points

On matters related to the processing of Personal Data and the exercise of the rights vested in the data subjects, the Controller may be contacted through the Controller's Data Protection Officer (DPO contact e-mail address: DataProtectionOffice@cchellenic.com). Paper correspondence should be sent to the following address: ul. Żwirki i Wigury 16; 02-092 Warsaw. A person who has submitted an application or a request concerning the processing of his or her Personal Data as a part of exercising his or her rights may be asked to answer some questions which will facilitate the verification of that person's identity. The Controller may leave in its resources the Personal Data of a person submitting a request or an application to the extent necessary to document that their examination has taken place in accordance with the provisions of law. The data will be processed no longer than until the end of the period of the limitation of claims, which is the legitimate interest of the Controller referred to in Article 6(1)(f) of the GDPR.