

Recruitment Application Form – Data Protection Notice

Data Protection Notice

In applying to join the Coca-Cola HBC Schweiz AG (“CCHBC“) team, you will be providing us with certain personal data about yourself. This policy sets out how we will process this data and comply with the various laws to which CCHBC is subject to ensure that we deal with your personal data in an appropriate manner. In particular, CCHBC processes personal data in compliance with the applicable provisions of the Swiss Data Protection Act and the European General Data Protection Regulation (“GDPR”).

Who are we?

Your personal data is processed by CCHBC and CCHBC will be the data controller of that personal data in the meaning of data protection law. We may pass your data between other CCHBC group companies (visible under <https://coca-colahellenic.com/en/contact-us/>) for the purpose of your recruitment selection. Where reasonably necessary or required to do so, we may disclose these details to third parties in relation to law enforcement or regulatory investigation and also for the purpose of conducting any pre-employment checks (to the extent legally permitted).

What personal data may we collect about you and why?

As part of your recruitment process we may collect:

- your contact details (email, phone number, address), data provided by your curriculum vitae, first name, family name, citizenship, education, professional qualification, work experience, special knowledge, additional qualification, language ability, extra-professional commitment, motivation letter, notes taken during interview, visa, passport, certifications, diplomas, valid driving license, letters of recommendation and other documents which you provide during the application process.
- where necessary for the concrete position: health details (via our occupational health assessor, limited to a declaration of fitness to work);
- We may also invite you to complete tests or participate in assessment activities and we will keep their results.

What legal basis do we have for using your personal data?

We process your personal data in order to assess your application prior to entering into an employment contract with us. The data processing is necessary in order to take steps prior to entering into a contract and pursuant to laws to which CCHBC is subject (e.g. in relation to equal opportunities). The legal basis for processing can also be your consent to the processing as well as legitimate interests of CCHBC to review the eligibility for the concrete position. In the application form, those areas are marked which must be filled in. If you do not fill in the mandatory fields, we are unable to assess your appropriateness for the job applied for or to communicate with you. If you do not provide the optional information in the application process, we will only evaluate your application on the basis of the information available to us.

When do we send your personal data abroad?

We hold your personal data principally in the country in which you apply for a role. However, it is sometimes necessary for us to provide details about your application to our other CCHBC group companies situated outside the European Union, the European Economic Area and Switzerland for the purposes of your selection, this concerns countries where the level of data protection is lower than in the European Union / the European Economic Area / Switzerland. When we do so, we will ensure that such transfers ensure that an appropriate level of protection is given to the personal data (and we use EU approved “Model Clauses” where appropriate in order to ensure this). Please contact the Data Protection Officer (details at the end of the document) if you would like to see a copy of the safeguards we apply in relation to the export of your personal data.

How long do we keep your personal data for?

We will keep your data for no longer than 7 months after completion of the application process, unless a contract is concluded with you. We will ask you if you want us to keep your data on file for the purposes of further job opportunities if your application is not successful.

What are your rights in relation to the personal data we process?

You have certain rights in relation to the data we process about you:

- (a) **Subject Access:** You have a right to be provided with access to any data held about you by CCHBC.
- (b) **Rectification:** You can ask us to have inaccurate personal data amended.
- (c) **Erasure:** You can ask us to erase personal data in certain circumstances pursuant to Art. 17 GDPR and we will take reasonable steps to inform other controllers that are processing the personal data that you have requested the erasure of any links to, copies or replication of it.
- (d) **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
- (e) **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which CCHBC can process your personal data. A withdrawal of consent can be made any time via e-mail to DataProtectionOffice@cchellenic.com.
- (f) **Portability:** You can ask us to transmit the personal data that we hold about you to a third party electronically.
- (g) **Right to object:** You have the right to object to data processing, among others if processing is based on a legitimate interest of CCHBC or third parties.
- (h) **Raise a complaint:** You can raise issues concerning our processing of personal data with the Swiss Data Protection and Information Commissioner (*“Eidgenössischer Datenschutz- und*

Öffentlichkeitsbeauftragter“): Mr Adrian Lobsiger, Feldeggweg 1, 3003 Bern, Tel. +41 58 462 43 95, Fax +41 58 462 99 96, e-mail: contact20@edoeb.admin.ch.

Future vacancies or further job opportunities

Please indicate here if you wish us to keep your details on file for future vacancies or further job opportunities, if your application is not successful.

I would like my details to be kept on file by CCHBC for future vacancies or further job opportunities for max. 2 years if my application is not successful.

I would like CCHBC to pass my data on to other companies in the CCHBC Group (<https://coca-colahellenic.com/en/contact-us/>) so that my application can be used for vacancies or job offers in the CCHBC Group if my application is not successful.

The declaration of consent can be withdrawn at any time by sending an e-mail to DataProtectionOffice@cchellenic.com.

The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Your contact for any queries

CCHBC has a designated Data Protection Officer who should be contacted if you have any queries regarding the interpretation of this notice. The contact details are set out below:

- Data Protection Officer: Nassos Stylianos
- Location: Coca-Cola HBC Services MEPE, 9, Fragoklissias Street, Maroussi 151 25, Greece
- Email: DataProtectionOffice@cchellenic.com