

Coca Cola HBC Northern Ireland Recruitment Application Form – Notice

Data Protection Notice

In applying to join the Coca-Cola HBC 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 Coca-Cola HBC Northern Ireland (“CCHBC”) is subject to ensure that we deal with your personal data in an appropriate manner.

Who are we?

Your personal data is processed by CCHBC you apply to, and this company will be the data controller of that personal data. We may pass your data between other CCHBC group companies for the purpose of your recruitment selection and if you are taken on, as part of your employment. 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, the information you have provided to us in your CV, résumé or application form, interview notes, national insurance or other identification number, and your visa, passport or permission to work documentation, certifications, diplomas, professional qualifications, valid driving license;
- health details (via our occupational health assessor, limited to a declaration of fitness to work).

We may also collect, store and use the following “special categories” of more sensitive personal information:

- the results of criminal records or financial probity checks or other independent searches (and where we do so you will be asked to consent to such collection and use before we or our agents undertake the search) to assess your suitability for the position;
- details of your race, national or ethnic background, religious or community background, or your sexual orientation to ensure meaningful equal opportunity monitoring and reporting;
- and disabilities you may have and whether you have been long term unemployed strictly for the purposes of monitoring compliance with anti-discrimination legislation, our policies and our legal duties under anti-discrimination legislation.

We may also invite you to complete tests or participate in assessment activities and we will keep their results.

We do not conduct any vetting of applicants aside from ascertaining an applicant’s legal ability to work. We short list applicants using a manual selection process, considering appropriate experience and skills for the job.

If you are taken on to work at CCHBC we will collect other personal data. Please see our Employee Data Protection Notice for details of this. We will need:

- your contact and bank details to pay you and correspond with you;
- details relevant to any benefits that we may administer on your behalf (eg. pension) for that purpose;
- notes of meetings and issues raised with, or by, you as part of your employment (including disciplinary meetings);
- your training records;
- limited health details through health screening, random drugs and alcohol testing or accident reports to comply with our health & safety obligations;
- biometric details (such as finger prints) and your images on CCTV for the purpose of monitoring access to and from sites and the prevention of health & safety issues and crime.

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 and pursuant to laws to which CCHBC is subject (e.g. in relation to equal opportunities). If you are unable to provide us with the information requested, we are unable to assess your appropriateness for the job applied for or to communicate with you.

If we require further personal data from you we will let you know whether this is in order to fulfil your contract or as a consequence of a statutory obligation and we will let you know what the consequences would be if you failed to provide this to us and any risks associated with the use of the Personal Data by us.

It is in our legitimate interests to decide whether to appoint you to role or programme since it would be beneficial to our business to appoint someone to that role or programme.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and/or covering letter and/or application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references before confirming your appointment.

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 Economic Area for the purposes of your selection. 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 if you would like to see a copy of the safeguards we apply in relation to the export of your personal data.

Why might we share your personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: BSO. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

How do we keep your information secure?

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long do we keep your personal data for?

We will retain your personal information for a period of 36 months after we have communicated to you our decision about whether to appoint you to role or programme. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and /or applicable laws and regulations.

We will ask you if you want us to keep your details 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 collect?

If you are based in the EU, or we process your personal data in the EU, you have certain rights in relation to the data we collect about you:

- **Subject Access:** You have a right to be provided with access to any data held about you by CCHBC generally within 1 month of your request.
 - (a) **Rectification:** You can ask us to have inaccurate personal data amended.
 - (b) **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.
 - (c) **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.

- (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) **Portability:** You can ask us to transmit the personal data that we hold about you to a third party electronically.
- (f) **Raise a complaint:** You can raise a complaint about our processing with the data protection regulator. For Northern Ireland contact the Information Commissioners Office.

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 if

my application is not successful. I may withdraw my consent at any time by sending an e-Mail to Tamara.Tesin@cchellenic.com

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

I, _____ (candidate name), acknowledge that on _____ (date), I received a copy of CCHBC's Recruitment Privacy Notice and that I have read and understood it.

Signature

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Name

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