

የኮከ ኮላ አመልካች የግላዊነት ማስታወቂያ

የእርስዎ ግላዊነት ለኮከ ኮላ ኩባንያ፣ ለተባባሪዎቹ እና አጋር ድርጅቶቹ (በአጠቃላይ **ለኮከ ኮላ** ወይም **ለእኛ**) አስፈላጊ ነው። ኮከ ኮላ በእያንዳንዱ የእርስዎን የግል መረጃ የምንጠቀምበት ሀገር የግል መረጃን በኃላፊነት እና ተፈጻሚ በሚሆኑ ህጎች መሰረት ለመያዝ ቁርጠኛ ነው። ይህ የኮከ ኮላ አመልካች የግላዊነት ማስታወቂያ (**የግላዊነት ማስታወቂያ**) የኛን የቅጥር እድሎች ስታፈላልጉ ወይም እኛ ጋር ለስራ ስታመለክቱ ኮከ ኮላ ስለእርስዎ የሚሰበስበውን የግል መረጃ አይነት፣ ይህን የግል መረጃ እንዴት እንደሚጠቀም እና የግል መረጃዎ ላይ ያሉዎትን መብቶች ያብራራል።

ኮከ ኮላ የግል መረጃዎችን የሚይዘው የሚከተሉትን መርሆዎች በመከተል ነው፡-

- ❖ ግልፅነት
- ❖ አክብሮት
- ❖ ሕጋዊነት
- ❖ ፍትሃዊነት
- ❖ ተጠያቂነት
- ❖ ትክክለኛነት
- ❖ በጊዜ እና በዓላማ የተገደበ
- ❖ ሐቀኝነት እና ሚስጥራዊነት

በዚህ የግላዊነት ማስታወቂያ ውስጥ **የግል መረጃ**ን ስንጠቅስ አንድን ግለሰብ ለይቶ የሚያሳውቅ ወይም ለመለየት የሚያገለግል መረጃ ማለታችን ነው። ይህ ማለት የግል መረጃዎች ቀጥተኛ መለያዎችን (እንደ ስም) እና ቀጥተኛ ያልሆኑ መለያዎችን (እንደ የመሣሪያዎ መለያ ቁጥር) ያሉትን ያካትታሉ። ይህ ትርጓሜ በማናቸውም ተፈጻሚ በሚሆኑ አካባቢያዊ የመረጃ ግላዊነት ህጎች ሊሻሻል/ሊጨመርበት ይችላል።

እርስዎ ብለን ስንጠቅስ የኮከ ኮላ ሰራተኞች ያልሆኑ በኮከ ኮላ ውስጥ የሥራ ዕድል ለማግኘት የመጡ የውጭ አመልካቾች ማለታችን ነው። ብዥታን ለማስወገድ ይህ የግላዊነት ማስታወቂያ ከውስጥ የስራ ድርሻ ለሚፈልጉ የኮከ ኮላ ሰራተኞችን አይመለከትም። እንደዚህ ያሉ አመልካቾች በምትኩ ለኮከ ኮላ ሰራተኞች የግላዊነት ማስታወቂያ ተገዢ ይሆናሉ።

ኮከ ኮላ በዓለም ዙሪያ ከሚገኙ የተለያዩ አካላት የተዋቀረ ትልቅ ድርጅት ነው። በዚህ የግላዊነት ማስታወቂያ ሽፋን ላገኘው የግል መረጃዎ ሀላፊነት የሚወስደው አንዳንዴ **የመረጃ ተቆጣጣሪ** ወይም **ተቆጣጣሪ** - ተብሎ የሚጠራው የኮከ ኮላ አካል የት እንደሚኖሩ እና የሚፈልጉት የስራ እድል ላይ የተመሰረተ ነው። [የእያንዳንዱ ሀገር ተቆጣጣሪ አባሪ 1 ላይ ተዘርዝሯል።]

የኮከ ኮላ የግል መረጃ ክፍኔ ሁልጊዜ የሚመለከተውን ሕግ፣ የጽሑፍ ፖሊሲዎቻችንንና አሰራሮቻችንን እንዲሁም አስፈላጊ ሆኖ ሲገኝ ከሠራተኞች ተወካዮች ጋር የሚደረጉ የምክክር መስፈርቶችን ይከተላል። ይህ የግላዊነት ማስታወቂያ ከሚኖሩበት አካባቢያዊ ሕግ ጋር የሚጋጭ ከሆነ የአካባቢው ሕግ የበላይ ይሆናል። በተወሰኑ የአስተዳደር ክልሎች ውስጥ ስላሉ ሕጋዊ መብቶች እና መስፈርቶች ተጨማሪ መረጃ ለማግኘት እባክዎ ክፍል 8ን ይመልከቱ።

በዚህ የግላዊነት ማስታወቂያ ውስጥ ያለው ማንኛውም ነገር የኮከ ኮላን ፖሊሲዎች ወይም ህጎችን የመተላለፍ ወይም የተጠረጠሩ ጥፋቶች መፈጸምን ለማጣራት ወይም ህጋዊ ግዴታዎቹን ለመወጣት የግል መረጃን የመከወን አቅሙን የሚገድብ ተደርጎ መተርጎም የለበትም። ይህ የግላዊነት ማስታወቂያ በግልጽ ወይም በተዘዋዋሪ ለሥራ ወይም ለተወሰኑ ሁኔታ ማንኛውንም ጥቅም ወይም አያያዝ ቃልኪዳን ወይም ውል ለመፍጠር የታሰበ አይደለም።

ስራ ላይ የሚውልበት ቀን፡- 2023

ይህ የግላዊነት ማስታወቂያ የሚከተሉትን ክፍሎች ያካትታል፡-

1. ይህ የግላዊነት ማስታወቂያ የሚተገበረው ሞቼ ነው?
2. ከካ ኮላ ምን አይነት የግል መረጃ ይሰበስባል፣ ለምን እንሰበስባለን እና የምንተማመነው በምን አይነት ህጋዊ መሰረት ነው?
3. ከካ ኮላ ራስ-ሰር የአሰራር ሂደቶችን ይጠቀማል?
4. ከካ ኮላ የግል መረጃን የሚያጋራው እንዴት ነው?
5. ከካ ኮላ የግል መረጃን የሚጠብቀው እንዴት ነው?
6. ከካ ኮላ የግል መረጃን ይዞ የሚቆየው ለምን ያህል ጊዜ ነው?
7. ከካ ኮላ የግል መረጃዎችን ወደ ሌሎች ሀገራት ያስተላልፋል?
8. የተወሰኑ የግላዊነት መስፈርቶች ተፈጻሚነት የግል መኖሪያ ቦታ ላይ ይመሠረታሉ (እንደ የመረጃ ርዕሰ ጉዳይ መብቶች አይነት)?
9. ይህ የግላዊነት ማስታወቂያ ይለወጣል?
10. ጥያቄ ካለኝ ማንን ማነጋገር እችላለሁ?

1. ይህ የግላዊነት ማስታወቂያ የሚተገበረው ሞቼ ነው?

ይህ የግላዊነት ማስታወቂያ ከካ ኮላ ከእርስዎ ወይም ስለእርስዎ በበይነ መረብ መስመር ላይም ሆነ ከመስመር ውጭ ከቅጥር እድሎች (“እድሎች”) ጋር በተያያዘ የሚሰበስበውን የግል መረጃ አያያዝን ይመለከታል።

ይህ የግላዊነት ማስታወቂያ የሚከተሉትን አይመለከትም ፡-

- በከካ ኮላ ሥር ካሉ ድህረ-ገጻች፣ የስልክ መተግበሪያዎች፣ መሣሪያዎች እና ሌሎች የበይነ መረብ መስመር ላይ አገልግሎቶች ከካ ኮላ ራሱ ከ/ስለ ተጠቃሚዎች ወይም የስራ ደንበኞች የሚሰበስበው መረጃ። በእነዚያ አገልግሎቶች ላይ ተግባራዊ ስለሚደረጉ የከካ ኮላ የግል መረጃ አካሄዶች የበለጠ ለማወቅ እባክዎ የእኛን አካባቢያዊ ተጠቃሚዎችን የሚመለከት ድህረ-ገጽ ይጎብኙ ወይም privacy@coca-cola.comን ያነጋግሩ።
- ከ/ስለ ሰራተኞች የሚሰበስብ ግላዊ መረጃ። የከካ ኮላ የሰራተኞች ግላዊነት ማስታወቂያ ለእንደዚህ አይነቱ የግል መረጃ ተፈጻሚነት ይኖረዋል።

ከካ ኮላ በተጨማሪም የግል መረጃዎን ለመሰብሰብ እና ለመጠቀም የሚተገበሩ ተጨማሪ የግላዊነት አስተዳደር መስፈርቶች እና ፖሊሲዎች አሉት። ስለነዚህ ተጨማሪ መስፈርቶች እና ፖሊሲዎች የበለጠ መረጃ ለማግኘት ከፈለጉ እባክዎ ክፍል 10 ላይ በተቀመጡ የመገኛ ዝርዝሮች ያግኙን።

2. ከካ ኮላ ምን አይነት የግል መረጃ ይሰበስባል፣ ለምን እንሰበስባለን እና የምንተማመነው በምን አይነት ህጋዊ መሰረት ነው?

ከካ-ኮላ ከእርስዎ የቅጥር እድሎች ጋር በተያያዘ በተለያዩ ምክንያቶች ከእርስዎ ወይም ስለእርስዎ የግል መረጃ ይሰበስባል። ይህን መረጃ በቀጥታ ከእርስዎ እናገኘዋለን፤ እና አስፈላጊ ሆኖ ሲገኝ ከሌሎች ወገኖች (የእርስዎን የቅጥር/መልማይ ወኪል ጨምሮ) እንወስዳለን። ከካ ኮላ የሚሰበስበው የግል መረጃ ምን እና ለምን እንደሆነ ባለው እድል፣ ስልጣን እና በሚመለከተው ሕግ መሰረት ይለያያል።

በአጠቃላይ የማመልከቻ ሂደቱን ለመቆጣጠር እና/ወይም ለማንኛውም ሌላ ተዛማጅ እና ህጋዊ የስራ ምክንያት አስፈላጊ የሆነ መረጃ እንሰበስባለን። ከዚህ በታች የምንሰበስባቸውን ዋና ዋና የግላዊ መረጃ ዓይነቶች፣ ለምን እንደምሰበስብ እና ያንን መረጃ በምናይበት ጊዜ በምን አይነት ህጋዊ መሰረት እንደምንተማመን አስቀምጠናል። ይሁን እንጂ አንዳንድ የግል መረጃዎች ከአንድ በላይ ለሆኑ ምክንያቶች የሚሰበስቡ መሆናቸውን ልብ ይበሉ፤ ስለዚህ የተዘረዘሩት ምክንያቶች ለአንድ ዓይነት የግል መረጃ ብቻ የተወሰኑ አይደሉም። በተጨማሪም በዚህ ክፍል ውስጥ ስለ ህጋዊ መሰረት ያለው መረጃ ተፈጻሚነት የሚኖረው በሚመለከተው ህግ ህጋዊ መሰረት በሚያስፈልግበት ጊዜ ብቻ ነው፣ በክፍል 8 ላይ እንደተገለጸው ለተወሰኑ ሀገራት ሊሻሻል ይችላል እና በሚሰበስብበት ጊዜ ሌላ ህጋዊ መሰረት ሲገለጽ ተፈጻሚነት ላይኖረው ይችላል።

የኮከ ኮላ የግል መረጃ ክውና **ሕጋዊ መሠረት** የግል መረጃው በሚሰበሰብበት እና በሚሰራበት ሁኔታ ላይ የተመሰረተ ነው። በአጠቃላይ ኮከ ኮላ ከ/ስለ አመልካቾች የግል መረጃ የሚሰበሰበው የሚከተለው ሲሆን ብቻ ነው፡-

- **ከእርስዎ ጋር የቅጥር ዉል ለመፈጸም እርምጃ መዉሰድ ሲፈልግ፣**
- ይህንን ለማድረግ የእርስዎ ግልጽ ፈቃድ ሲኖረን ወይም
- የመረጃ ክውናው በኛ **ሕጋዊ የንግድ ፍላጎታችን** ዉስጥ ሲሆን እና በእርስዎ የግላዊነት ወይም ሌሎች መሰረታዊ መብቶች እና ነፃነቶች የማይጣስ ከሆነ፣ ይህም የሚከተሉትን ሊያካትት ይችላል፡-
 - ለስራ ዕድል ሲያመለክቱ በድረ-ገጻችን ላይ የእርስዎን መለያ ለመፍቀድ ("የእጩ መለያ")
 - ከስራ ዕድሎች ጋር በተያያዘው የጠየቁትን መረጃ ለመላክ
 - ለጥያቄዎችዎ ምላሽ ለመስጠት
 - በአካል ለመገናኘት ቀጠሮ ከያዙ ወደ ተቋሞቻችን ለመግባት የሚያስፈልገውን መታወቂያ ለማዘጋጀት እና ለማደስ
 - በበይነ መረብ ለሚካሄዱ ቃለመጠይቆች ለምንጠቀምባቸው የመሣሪያ ስርዓቶች መግቢያ ለማቅረብ
 - የእጩዎቻችን ዳታቤዝ በማስቀመጥ ከተፈጠሩ እድሎች ጋር ለማዛመድ እና እርስዎንም ግምት ዉስጥ እንዲያስገባ ለማድረግ
 - የበይነ መረብ ወይም የአካል ቃለመጠይቆችን ቀጠሮ ለማስያዝ
 - በአካል የሚደረግ ስብሰባ ተፈጻሚ ከሆነ የስራ ጉዞዎን ዝግጅት ለመደገፍ (ለምሳሌ፡- ቦታ ለማስያዝ)
 - የምዘና ፈተናዎችን ለማዘጋጀት እና ለማስተዳደር
 - በምልመላ እና በቃለ መጠይቁ ሂደት ላይ ሀሳብዎን ለማግኘት
 - ከእኛ ጋር ያጋሩትን መረጃ በአጋጣሚ ወይም ያለ ፍቃድ ይፋ ከመደረግ ለመጠበቅ እና የእጩ መለያዎን እና የኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶችን ለመጠበቅ
 - ንብረቶቻችንን ያልተፈቀደላቸው ሰዎች እንዳይደርሱባቸውና እንዳይጠቀሙባቸው ለመጠበቅ
 - ሊሳተፉባቸው የመረጧቸውን የዳሰሳ ጥናቶች ለማስተዳደር
 - ማመልከቻን ለምን እንደሞሉ ወይም እንዳልሞሉ ለመረዳት እና ለመመዝገብ
 - የእኛን ብዙሀነት፣ ፍትሃዊነት እና አካታች ፕሮግራም እንዲሁም የኮከ ኮላን ስነ-ምግባር እና ተገዢነትን ለማስተዳደር
 - በቅጥር ልምምዶቻችን ላይ ለምርምርና ለፈጠራ ስራዎች
 - የቅጥር እንቅስቃሴዎች አጠቃላይ ሪፖርት ለማድረግ

የግል መረጃን የምንከውነው በስምምነት ላይ ተመስርተን ከሆነ ተፈጻሚ የሚሆነው ህግ በሚፈቅደው መሰረት ስምምነትዎን በማንኛውም ጊዜ መሻር ወይም ማሻሻል ይችላሉ። በአንዳንድ ሁኔታዎች ህጋዊ መሰረታችን የግል መረጃን የመሰብሰብ ህጋዊ ግዴታን ማሟላት ሲሆን ይህም የግል መረጃውን መከወን ማቆም አንችልም ማለት ነው። ኮከ ኮላ የግል መረጃን የሚከውንበትን ማንኛውም የሕግ መሠረት በተመለከተ ጥያቄዎች ካሉዎት ወይም ተጨማሪ መረጃ ከፈለጉ እባክዎ privacy@cooca-cola.com ን ያነጋግሩ ወይም በአባሪ 1 ውስጥ ከተገለጹት የመረጃ ተቆጣጣሪ ጋር ይገናኙ።

በሚኖሩበት እና ለስራ የሚያመለክቱበት ቦታ ላይ በመመስረት በተገለጸው ህጋዊ መሰረት ከሚከተሉት የተወሰኑትን ወይም ሁሉንም የግል መረጃዎችን ልንሰበስብ እንችላለን፡-

ኮከ ኮላ የሚሰበሰባቸው የግል መረጃ አይነቶች	ይህ የግል መረጃ የሚሰበሰብበት ምክንያት	ይህንን የግል መረጃ ለመከወን ህጋዊ መሰረት
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ኮከ ኮላ የሚሰበሰባቸው የግል መረጃ አይነቶች	ይህ የግል መረጃ የሚሰበሰብበት ምክንያት	ይህንን የግል መረጃ ለመከወን ህጋዊ መሰረት
<p>የመታወቂያ መረጃ</p> <p>(ለምሳሌ፡- ስም፣ አካላዊ አድራሻ፣ የኢ-ሜይል አድራሻ፣ የስልክ ቁጥር፣ የተለመደው የመኖሪያ ቦታ እና ቀን፣ የእንቅስቃሴ መረጃ፣ ፎቶ/ምስል እና ሌላ ሊሰጡን የመረጡት የግል መረጃ)</p>	<ul style="list-style-type: none"> ▪ የእጩ መለያዎን ለመፍጠር) ▪ ከማመልከቻ ጋር የተያያዘ መረጃ ወይም በእጩ ገጽዎ ላይ ካሉት ምርጫዎችዎ ጋር የተያያዙ ሌሎች እድሎችን ለመላክ ▪ የስራ እድሎች በሚኖሩበት ጊዜ የአሁን ወይም የወደፊት አመልካቾች ዳታቤዛችንን ለመፍጠር እና ለማስተዳደር ▪ ለቅጥር ማንነትን እና ብቁነትን ለማረጋገጥ (ከተፈቀደ) ▪ የብዙሀነት፣ የፍትሀዊነት እና አካታች ፕሮግራሞቻችንን ለማስተዳደር ▪ የአካል ጉዳተኞች ማረፊያዎችን ለማገዝ ▪ ግብረመልስዎን ለመጠየቅ እና ለጥያቄዎችዎ መልስ ለመስጠት ▪ የእጩ መለያዎን እና እድሎችን በሚያስቡበት ጊዜ የሚያገኛቸውን የኮከ ኮላን ድረ-ገጾች እና አገልግሎቶችን ለማስተዳደር እና ለመጠበቅ (አንድ ላይ "የኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶች") ▪ የአካል ወይም የበይነ መረብ ቃለ መጠይቅ ለማድረግ ካቀዱ ወደ ስራ ቦታ ተቋማትን ወይም የቪዲዮ ኮንፈረንስ መድረኮች ለመግባት የሚያስፈልገውን መታወቂያ ለመፍጠር እና ለማደስ ▪ የእጩ መለያዎ ላይ እንዲገቡ ለመፍቀድ ▪ የቅድመ ቅጥር እና የቅጥር ጊዜ እንቅስቃሴዎችን ለመደገፍ ▪ በቅጥር ልምምዶቻችን ላይ የምርምርና የፈጠራ ስራዎችን ለመስራት ▪ ለምልመላ ተግባራት አጠቃላይ ሪፖርት 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም
<p>ሙያዊ ዝርዝሮች</p> <p>(ለምሳሌ፡- ትምህርት፣ የብቁነት መመዘኛዎች፣ ችሎታዎች፣ የስራ ድህረ ታሪክ፣ መሀረግ እና መግለጫ፣ የደመወዝ መረጃ፣ ደረጃ፣ እድገቶች፣ የስልጠና ፕሮግራም ተሳትፎ እና የምስክር ወረቀቶች እና ሌሎች በፈቃደኝነት ሊሰጡን የመረጡት ሙያዊ የግል መረጃ)</p>	<ul style="list-style-type: none"> ▪ በአካል ተገኝቶ ቃለ መጠይቅ ለማድረግ ቀጠሮ ካስያዙ ወደ ስራ ቦታ መግቢያ የሚያስፈልጉትን መታወቂያ ለማዘጋጀት እና ለማደስ ▪ የእጩ መለያዎ ላይ እንዲገቡ ለመፍቀድ ▪ የኮከ ኮላን የቅጥር ማመልከቻ ስርዓቶችን ሲጠቀሙ ለ አይ.ቲ. ድጋፍ ▪ የስራ እድሎች በሚኖሩበት ጊዜ የአሁን ወይም የወደፊት አመልካቾች ዳታቤዛችንን ለመፍጠር እና ለማስተዳደር ▪ እርስዎ ካመለከቱበት ልዩ እድል ውጪ ሌላ እድል ላይ ግምት ውስጥ እንዲገቡ ለማድረግ ▪ የምዘና ፈተናዎችን ለማዘጋጀት እና ለማስተዳደር 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም

ኮከ ኮላ የሚሰበሰባቸው የግል መረጃ አይነቶች	ይህ የግል መረጃ የሚሰበሰብበት ምክንያት	ይህንን የግል መረጃ ለመከወን ህጋዊ መሰረት
	<ul style="list-style-type: none"> ▪ ለቃለ-መጠይቆች ቀጠሮ ለመያዝ እና በቃለ መጠይቁ ሂደት ላይ አስተያየትን ለማግኘት ▪ የበፊት ሥራዎን፣ ትምህርትዎን እና/ወይም ስልጠናዎን ለማረጋገጥ ▪ ለቅሬታዎች አስተዳደር ▪ ብዙሀኑን፣ ፍትሃዊነትን እና አካታች ፕሮግራሞችን እና የኮከ ኮላን የስነ-ምግባር እና ተገዢነት መሰሪያዎችን ለማስተዳደር ▪ በቅጥር ልምምዶቻችን ላይ የምርምርና የፈጠራ ስራዎችን ለመስራት ▪ ለምልመላ ተግባራት አጠቃላይ ሪፖርት 	
<p>የኮከ ኮላ የአይ.ቲ. ስርዓቶች አጠቃቀም መረጃ</p> <p>(ለምሳሌ፡- እርስዎ ግምት ውስጥ እንዲገቡ የሚፈልጓቸው እድሎች፣ የመረጃ ስርዓት መጠቀም፣ መሰሪያ፣ ስርዓት እና መተግበሪያ አጠቃቀም እና ሌሎች ከእጩ መለያዎ ጋር የተያያዙ የስርዓት እንቅስቃሴዎች)</p>	<ul style="list-style-type: none"> ▪ የእጩ መለያዎን እና የኮከ ኮላን የቅጥር ማመልከቻ ስርዓቶች በመረጃ አሰባሰብ ቴክኖሎጂ (ለምሳሌ፡- ኩባዎች) እና መሰል መሰሪያዎች ጨምሮ አጠቃቀምን ለመቆጣጠር እና ደህንነት ለመጠበቅ ▪ ሚስጥራዊነት ያለው የግል መረጃን እና ሌሎች ኮከ ኮላ “ከፍተኛ የተገደበ” ብሎ የሚፈረጃቸው መረጃዎች እና የኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶችን በአጋጣሚ ወይም በሌላ ያልተፈቀደ መንገድ ይፋ ከማድረግ ለመጠበቅ ▪ የኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶችን ለማሻሻል 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም ▪ በእርስዎ ፈቃድ መሠረት
<p>የኋላ ታሪክ ማጣሪያዎች</p>	<ul style="list-style-type: none"> ▪ ስላለፈው የትምህርት፣ የሥራ፣ የብድር እና/ወይም የወንጀል ታሪክዎን በተመለከተ መረጃ ለማግኘት ነገር ግን በሀገር በሚፈቀደው መጠን ብቻ እና በአጠቃላይ በሰበሰባችሁ ወገን አገልግሎት አቅራቢ አማካኝነት በኩል ለሚገኙ ▪ ለመድሃኒት ምርመራዎች ▪ ለአካላዊ ምርመራ ▪ ለማጣቀሻ-ማረጋገጫ 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም ▪ በእርስዎ ፈቃድ መሠረት
<p>በፈቃደኝነት ለእኛ ለመስጠት የሚረጡት መረጃ</p> <p>(ለምሳሌ፡- የሚጠብቁት ደመወዝ፣ በሙያዎ መድረስ የሚፈልጉበት ቦታ፣ ከስራ ውጪ ያሉ ፍላጎቶች እና ተግባራት፣ የስራ ዘይቤ፣ በህጋዊ መንገድ የሚቻል ከሆነ ወይም በምልመላው ወቅት ለማቅረብ ከመረጡ ተመራጭ የፆታ ማንነት ተውላጠ ስሞች ወይም ስለ</p>	<ul style="list-style-type: none"> ▪ የዳሰሳ ጥናቶችን ለማካሄድ ለምሳሌ በኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶች እና በተሳትፎ ሂደታችን ላይ ያለዎትን ልምድ እና አስተያየት ፣ በነጻ የፅሁፍ ምላሽ መስጫ ቦታዎች ምላሽ መስጠትን ጨምሮ። ▪ ከእኛ ጋር እንዲሳተፉ እና የግል መረጃዎችን እንዲያጋሩ የሚያስችሉ ፕሮግራሞች እና ሌሎች ገጽታዎችን ለማስተዳደር ▪ ለሌሎች እድሎች እርስዎን ግምት ውስጥ ለማስገባት 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም

ኮከ ኮላ የሚሰበሰባቸው የግል መረጃ አይነቶች	ይህ የግል መረጃ የሚሰበሰብበት ምክንያት	ይህንን የግል መረጃ ለመከወን ህጋዊ መሰረት
<p>ማንነትዎ ልኬቶች ተጨማሪ መረጃ፣ እንደ አካል ጉዳተኝነት ወይም ጎሳ፣ ለማቅረብ ከፈለጉ የእርስዎ ፎቶ፣ እና እንደ የቃለ መጠይቁ ሂደት አካል የተሰበሰበ መረጃ ካለ ለምሳሌ ስለ ቃለመጠይቆች ማስታወሻዎች፣ የሚጠብቁት ማካካሻ/ጥቅማ ጥቅሞች፣ መኖሪያ ቦታ መቀየሪያ እና ሌሎች በምልመላው ሂደት ለማቅረብ የመረጡት ማንኛውም መረጃ)</p>	<ul style="list-style-type: none"> ▪ የቅጥር ማመልከቻውን ለምን እንደሞሉት ወይም እንዳልሞሉት ወይም ለምን የመቀጠር እድል ተሰጥቶታል እንዳልተቀበሉ ለመረዳት እና ለመሰነድ ▪ የኮከ ኮላን የብዙሀኑ፣ ፍትሀዊነት እና የአካታች ፕሮግራሞችን እና የስነ-ምግባር እና የተገዢነት መሰሪያዎችን ለማስተዳደር ▪ ለሥራ ዕድል ተስማሚ የሆኑ የሰው ማጣቀሻዎች እንዳሉት ለመጠየቅ 	<ul style="list-style-type: none"> ▪ በእርስዎ ፈቃድ መሠረት
<p>ህዝባዊ መረጃ (ለምሳሌ፡- ከይፋ ሙያዊ መገለጫዎችዎ (እንደ LinkedIn ያለ) የተገኘ መረጃ)</p>	<ul style="list-style-type: none"> ▪ ለአንድ የተወሰነ የሥራ ዕድል ድህረ ታሪክዎን እና ልምድዎን ለመለየት ▪ ከወደፊት አመልካቾች ጋር ለመነጋገር ▪ የኮከ ኮላን የብዙሀኑ፣ ፍትሀዊነት እና የአካታች ፕሮግራሞችን ለማስተዳደር ▪ በኮከ ኮላ ማመልከቻ ስርዓቶች ውስጥ ያለውን የእጩ መገለጫዎን ከLinkedIn መገለጫዎ ጋር ለማገናኘት ▪ እጩዎችን በሶስተኛ ወገን መድረኮች ለመለየት(እንደLinkedIn ያሉ) ▪ ማንነትን፣ ብቁነትን እና ለቅጥር ተስማሚነትን ለማረጋገጥ (ከተፈቀደ) 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ ከእርስዎ ጋር የስራ ውል ለመዋዋል እርምጃዎችን ለመውሰድ ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ ሂደቱ በእኛ ህጋዊ የንግድ ፍላጎቶች ላይ የተመሰረተ ሲሆን በእርስዎ ግላዊነት ወይም ሌሎች መሰረታዊ መብቶችዎ እና ነጻነቶችዎ የሚሻር አይደለም
<p>የድምጽ ወይም የምስል ቅጂዎች (ለምሳሌ፡- ከማመልከቻዎች ጋር የተያያዙ Zoom/Teams ቅጂዎች ወይም ምስሎች)</p>	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለሚመለከተው የስራ ድርሻ ተስማሚነት ለመመዘን እና ለመገምገም በማመልከቻው እና በምልመላ ሂደት በተሰበሰበው መሠረት 	<ul style="list-style-type: none"> ▪ በእርስዎ ፈቃድ መሠረት
<p>በሚስጥራዊነት የሚያዝ የግል መረጃ (ለምሳሌ፡- ዘር ወይም የብሄር መነሻ፣ የፖለቲካ አስተያየቶች፣ ሃይማኖታዊ ወይም ፍልስፍናዊ እምነቶች፣ የንግድ ማህበር አባልነት፣ የዘረ-መል መረጃ፣ የባዮሜትሪክ መረጃ፣ ጤና፣ የወሲብ ሀይወት እና የጾታ ዝንባሌ)</p>	<ul style="list-style-type: none"> ▪ የእኩል እድሎች ህጎችን የመሰሰሉ ሕጎችን እንደ ተፈጻሚነቱ ለማክበር ▪ ድህረ ታሪክን ለማጣራት ስላለፈው የትምህርት፣ የሥራ፣ የብድር እና/ወይም የወንጀል ታሪክዎን በተመለከተ መረጃ ለማግኘት ነገር ግን በህግ በሚፈቀደው ልክ ብቻ እና በአጠቃላይ በሶስተኛ ወገን አገልግሎት በኩል ▪ እንደ የሚጥል በሽታ ወይም የስኳር በሽታ የመሰሰሉት በሽታዎች ካሉብዎት ቢሮዎቻችንን ሲጎበኙ በድንገተኛ ጊዜ የመጀመሪያ እርዳታ ለሚሰጡ ሰዎች እንድንገልጽላቸው ይህንን መረጃ ለእኛ መስጠት አስፈላጊ ሊሆን ይችላል። 	<ul style="list-style-type: none"> ▪ ማመልከቻዎን ለማስተዳደር ▪ የኮከ ኮላን ህጋዊ ግዴታዎች ለማሟላት ▪ በእርስዎ ፈቃድ መሠረት

በተጨማሪም ያንን ለማድረግ ህጋዊ ግዴታ ወይም መብት ሲኖረን የግል መረጃ የምንሰበስብ እና የምንጠቀም ይሆናል። ይህ የሚከተሉትን ያካትታል፡-

- ከሠራተኞች ተወካዮች ጋር ለመመካከር (አስፈላጊ ከሆነ)
- የሕግ ጥያቄዎችን ወይም ክርክሮችን ለመፍታት
- የግብር እና የሂሳብ ስራ መስፈርቶችን ጨምሮ የመንግስት ሪፖርት የማድረግ ግዴታዎችን ለማክበር
- ብዝሃነት እና እኩል የሆነ አያያዝና እድልን ለመከታተልና ለማረጋገጥ
- ከእጩ መለያዎች ልመጠይቆች ወይም ካልሆነ እንደ የቅጥር ማመልከቻ ሂደት ጋር በተያያዘ ማረፊያዎችን ወይም ማስተካከያዎችን ለማቅረብ
- በሚከተሉት አማካኝነት ይዘታ እና ንብረቶችን ለመጠበቅ:
 - አስፈላጊ ሆኖ ሲገኝ ለተቆጣጣሪዎች እና ለሕዝብ ባለሥልጣናት ሪፖርት በማድረግ
 - ተገዢነትን መከታተል
 - የእኩል እድል፣ በሕገ-ወጥ መንገድ የተገኘን ገንዘብ ሕጋዊ አስመስሎ ማቅረብን የመከላከል፣ የፀረ-ሙስና እና ሌሎች ሕጎችን በማክበር
 - የአዕምሯዊ ንብረት እና የግብይት እና የንግድ ምስጢሮችን በመጠበቅ
- የኮከ ኮላ ተቋማትን እና በውስጣቸው ያሉትን ግለሰቦች ደህንነት ለመጠበቅ ለምሳሌ ደህንነታቸው ለተጠበቀ አካባቢዎች የማንነት መዳረሻ አስተዳደርን በመጠቀም (በህግ በሚፈቀድበት ጊዜ)
- ሌሎችን የሚያካትት ግጭት ለመመርመር እና ቅሬታ ለማስተዳደር
- የኮከ ኮላን የሥነ-ምግባር እና ተገዢነት መሰሪያዎች እንዲሁም ሪፖርት ማድረጊያን ለማስተዳደር
- እንደ የእኩል እድል እና የህዝብ ሂሳብ ህጎች ያሉ ሌሎች ኮከ ኮላ ላይ ተፈጻሚነት ያላቸውን ህጎች ለማክበር

ከተሰበሰቡ የግል መረጃ ውስጥ እንደ ዘር ወይም ብሄር፣ የፖለቲካ አስተያየቶች፣ ሃይማኖታዊ ወይም ፍልስፍናዊ እምነቶች፣ የንግድ ማህበር አባልነት፣ የዘረ-መል መረጃ፣ ባዮሜትሪክ መረጃ፣ ጤና፣ የወሲብ ህይወት፣ እና ጾታዊ ዝንባሌ ያሉ መረጃዎች ከሌሎች የመረጃ አይነቶች መካከል በሚመለከተው ህግ መሰረት እንደ ሚስጥራዊ የግል መረጃ ይወሰዳሉ። ለሚስጥራዊ የግል መረጃዎች የሚተገበሩ ልዩ ሕጋዊ ጥበቃዎችን እናከብራለን። በህጋዊ መንገድ አስፈላጊ ሆኖ ሲገኝ ሚስጥራዊ የሆነን የግል መረጃን ለመከወን የእርስዎን ፈቃድ የምንጠይቅ ሲሆን እርስዎ ፈቃድዎን ለመስጠት ወይም ላለመስጠት መወሰን ይችላሉ።

በአካል ቀርበው ቃለ መጠይቅ ለማድረግ ቀጠሮ ካስያዙ እባክዎን ኮከ ኮላ ተቋማትን በዝግ የቴሌቪዥን ካሜራዎች እና ለደህንነት ሲባል ሌላም የቪዲዮ ክትትልን እንደሚያደርግ ቀድመው ይወቁ። እነዚህ መሰሪያዎች በዋናነት ጥቅም ላይ የሚውሉት በመግቢያና መውጫ ቦታዎች፣ በአሳንሰሮች፣ በሎቢዎች፣ በውድ መሰሪያዎች ዙሪያ እንዲሁም በሌሎች ከፍተኛ የስርቆት ስጋት ባላቸው አካባቢዎች ወይም በጣም ሚስጥራዊነት ባላቸው ንብረቶች ላይ ነው። እንደ መጻፍ ሴት ወይም በቃለ መጠይቅ ክፍልዎ ያሉ የግል ቦታዎች ላይ የቪዲዮ ክትትልን አንጠቀምም። በሚመለከተው ህግ መሰረት አስፈላጊ በሚሆንበት ጊዜ የቪዲዮ ክትትል በሚደረግባቸው ቦታዎች ተዛማጅ ማስታወቂያዎችን እንለጥፋለን።

ኩኪዎች(Cookies)

ኮከ ኮላ የኮከ ኮላን የቅጥር ማመልከቻ ስርዓቶችን ሲጠቀሙ እርስዎን እና/ወይም መሰሪያዎን (ችዎን) ለመለየት ኩኪዎችን እና ሌሎች የመረጃ አሰባሰብ ቴክኖሎጂን ይጠቀማል። እነዚያን ስርዓቶች ሲጠቀሙ አመልካቹ አስፈላጊ የሆኑ ኩኪዎችን ለመጠቀም መስማማት አለበት።

ኩኪዎች ምንድን ናቸው?

ኩኪዎች ከበይን መረብ ማሰሻ መተግበሪያዎ ወይም ከኮምፒውተርዎ ሃርድ ድራይቭ የሚለኩ ወይም የሚደርሱባቸው ትናንሽ የጽሑፍ ፋይሎች ናቸው። አንድ ኩኪ በተለምዶ ኩኪው የተገኘበትን የምድብ ስም (የበይንመረብ አካባቢ)፣ የኩኪውን "የህይወት ዘመን" (ማለትም፣ ጊዜው መቼ እንደሚያበቃ) እና በዘፈቀደ የተፈጠረ ልዩ ቁጥር ወይም ተመሳሳይ መለያ ይይዛል። አንድ ኩኪ ስለ ኮምፒውተር ወይም ስለ መሰሪያዎ እንደ ቅንብሮች፣ የአሰሳ ታሪክ እና የኮከ ኮላን የቅጥር ማመልከቻ ስርዓቶችን በሚጠቀሙበት ጊዜ የተከናወኑ እንቅስቃሴዎች ያሉ መረጃዎች ሊይዝ ይችላል።

ኮከ ኮላ "ፕሪሴሎችን" (አንዳንድ ጊዜ የዌብ ቢኮዎች ተብለው ይጠራሉ) ይጠቀማል። ፕሪሴሎች ስለ ኢሜይል መክፈት እና ስለ ድሕረ-ገጽ አጠቃቀም መረጃዎችን በድሕረ-ገጾች እና በጊዜ ሂደት መሰብሰብ የሚችሉ ግልጽ ምስሎች ናቸው።

ኮከ ኮላ በኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶች ውስጥ የሚያስቀምጥባቸው ኩኪዎች የመጀመሪያ ወገን ኩኪዎች ይባላሉ። በኮከ ኮላ የቅጥር ማመልከቻ ስርዓቶች ውስጥ በማንኛውም ሌላ አካል የሚቀመጡ ኩኪዎች የሶስተኛ ወገን

ኩዚዎች ይባላሉ። የሶስተኛ ወገን ኩዚዎች የሶስተኛ ወገን ገጽታዎችን ወይም ተግባራት በኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶች ላይ ወይም በእነሱ በኩል እንዲሰሩ ያስችላሉ። የሶስተኛ ወገን ኩዚዎችን የሚያዘጋጁ ወገኖች የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶችን ሲጠቀሙ እንዲሁም የተወሰኑ ሌሎች ድሕረ-ገጾችን ለመጎብኘት ሲጠቀሙበት መሣሪያዎን መለየት ይችላሉ።

በአጠቃላይ ስለ ኩዚዎች የበለጠ ለማወቅ www.allaboutcookies.orgን ይጎብኙ።

ኮካ ኮላ ኩዚዎችን እና ሌሎች የመከታተያ ቴክኖሎጂዎችን ለምን ይጠቀማል?

አንዳንድ ኩዚዎች የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶች እንዲሠሩ ያስፈልጋሉ። ሌሎች ኩዚዎች በኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶች ላይ ያለዎትን ተሞክሮ ለማሻሻል ያስችላሉ።

በኮካ ኮላ የቅጥር መተግበሪያ ስርዓቶች ላይ አገልግሎት ላይ የሚውሉ የኩዚ አይነቶች እና ጥቅም ላይ የሚውሉበት ምክንያት የሚከተለው ነው፡-

- **በጣም አስፈላጊ የሆኑ ኩዚዎች** የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶች እንዲሰሩ ያስፈልጋሉ።
- **የአፈፃፀም ወይም የትንታኔ ኩዚዎች** የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶችን እንዲት ጥቅም ላይ እንደሚውሉ መረጃዎችን ይሰበስባሉ በዚህም የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶችን ለመገምገም እና ለማሻሻል እንችላለን። የአፈፃፀም ወይም የትንታኔ ኩዚዎች አብዛኛውን ጊዜ የበይነ መረብ አሳሽ መተግበሪያዎን ከዘጉ በኋላ እርስዎ እስኪያጠፏቸው ድረስ በኮምፒውተርዎ ላይ ይቆያሉ።

የመረጃ አሰባሰብ ቴክኖሎጂዎች ኮካ ኮላ ከአንድ ድሕረ-ገጽ ወይ ሌላ ድሕረ-ገጽ የሚደረገውን የትራፊክ አዝማሚያ እንዲከታተል እና የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶችን አፈፃፀም እንዲያሻሽል ያስችላል።

የእርስዎ የኩዚ ምርጫዎች

ኩዚዎችን ለመቀበል ወይም ላለመቀበል የመወሰን መብት አለዎት። ሁሉንም ኩዚዎች እንዲከለክል ወይም ኩዚ ሲቀመጥ እንዲያመለክት የበይነ መረብ አሳሽ መተግበሪያዎን ማዋቀር ይችላሉ። (አብዛኞቹ የበይነ መረብ አሳሽ መተግበሪያዎች ኩዚዎችን በራስ-ሰር ይቀበላሉ ነገር ግን ይህን እንዳይሰራ ማድረግ እንዲችሉ ለእርስዎ ይፈቅዳሉ። ኩዚዎችን እንዳይሠሩ ካደረጉ የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶች አንዳንድ ገጽታዎች በትክክል ላይሰሩ እንደሚችሉ ልብ ይበሉ።)

የተወሰኑ የአስተዳደር ክልሎች ከዚህ የግላዊነት ማስታወቂያ የተለየ የኩዚ ፖሊሲ እና ተጨማሪ የኩዚ አስተዳደር መሳሪያ አላቸው። የበለጠ መረጃ ለማግኘት እባክዎ በክፍል 10 የተቀመጠውን የአድራሻ ዝርዝሮች በመጠቀም ያነጋግሩን።

3. ኮካ ኮላ ራስ-ሰር የአሰራር ሂደቶችን ይጠቀማል?

በተወሰኑ ግዛቶች ውስጥ በህግ በተፈቀደለት ጊዜ ኮካ ኮላ የእጩዎችን የግል መረጃዎች በራስ-ሰር ለመከወን የራስ-ሰር ውሳኔ አሰጣጥ እና ተመሳሳይ መሣሪያዎችን ይጠቀማል (በአጠቃላይ “ራስ-ሰር የአሰራር ሂደት”)። አስፈላጊ ሆኖ ሲገኝ ራስ-ሰር ክወናዎችን በተመለከተ ማስታወቂያ እናቀርባለን እና/ወይም ፈቃድ እንጠይቃለን።

በተወሰኑ ግዛቶች(ሕጎች) በሚከተሉት ሁኔታዎች ውስጥ ራስ-ሰር የአሰራር ሂደቶችን ልንጠቀም እንችላለን፡-

- ለተወሰኑ የስራ ድርጅቶች የተለየ ችሎታ ያላቸውን ግለሰቦች በተሻለ ለመለየት ከ/ስለ አመልካቾች የተሰበሰቡ የተወሰኑ የግል መረጃዎችን እና ሙያ ነክ ዝርዝሮችን ለመተንተን
- ብዙሀኑን፣ ፍትሀዊነትን እና አካታችነትን ለማበረታታት
- የእጩ መለያዎችን እና ሌሎች የኮካ ኮላ የቅጥር ማመልከቻ ስርዓቶችን ለመቆጣጠር
- ህጋዊ ግዴታዎችን ለማክበር እና ህጋዊ መብቶችን ለመጠበቅ
- ያልተፈቀዱ ወይም ህገ-ወጥ እንቅስቃሴዎችን ለመከላከል፣ ለመመርመር እና/ወይም ለመለየት

ከካ ኮላ በራስ-ሰር የስራ ሂደት ውስጥ ስለሚከተተው ምክንያት ትርጉም ያለው መረጃ ለመስጠት፣ በዚህም ለራስ-ሰር ክወና የተሰጠውን ስምምነት የተወሰነ፣ በመረጃ የታገዘ እና በፈቃደኝነት የተሰጠ መሆኑን ለማረጋገጥ እና ለራስ-ሰር ክወና ፈቃድ ላለመስጠት ወይም ለመሻር በሚወስኑት ውሳኔ ምክንያት አመልካቾች አሉታዊ ተጽዕኖ እንደማይደርስባቸው ለማረጋገጥ ይሰራል።

4. ከካ ኮላ የግል መረጃን የሚያጋራው እንዴት ነው?

ከካ ኮላ የግል መረጃን የንግድ ስራዎቻችንን ለመስራት እና ለማከናወን ከሚረዱን ሰዎች እና ንግዶች ጋር በህግ ሲፈቀድ ወይም ሲጠየቅ ያጋራል። በተለይም ከካ ኮላ የአመልካቾችን ወይም የተመረጡ አመልካቾችን ግላዊ መረጃ ከሚከተሉት ከአንድ ወይም ከዛ በላይ ለሆኑ ተቀባዮች ሊያጋራ ይችላል፡-

- በዚህ የግላዊነት ማስታወቂያ እና ተፈጻሚ በሚሆን ህግ መሰረት የግል መረጃን ለመጠበቅ የተዘጋጁ የመረጃ መጋራት ስምምነቶች ተገዢ የሆኑ ሸሪኮች
- እንደ ጠበቆች፣ የሒሳብ ባለሙያዎች እና የመድን ሽፋን ሰጪዎች ያሉ ሙያዊ አማካሪዎች
- የምልመላ አገልግሎት፣ የመስመር ላይ ማከማቻን፣ የመረጃ ትንታኔን፣ የጥቅማጥቅም እና የደመወዝ ትንታኔ፣ የስራ ጉዞ አጋሮችን፣ የአይ.ቲ. ድጋፍ፣ የመረጃ ደህንነት እና ፎረንሲክ፣ የዳሰሳ ጥናቶች እና የምርምር አገልግሎቶችን እና ንግዳችንን እንድናከናውን የሚረዱን ሌሎች አገልግሎት ሰጪዎችን ጨምሮ አገልግሎት አቅራቢዎች በእኛ ስም አገልግሎቶችን እንዲያከናውኑ ለማስቻል። አገልግሎት አቅራቢዎች ከካ ኮላ ለእነሱ በአደራ የሰጣቸውን የግል መረጃ ለመጠበቅ የውል ግዴታ አለባቸው።
- ከማንኛውም ከተፈጠረ ወይም የታቀደ ውህደት፣ ግዢ ወይም ኢንቨስትመንት ጋር በተያያዘ በሁሉም ወይም በማንኛውም የንግድ ስራችን ላይ ሊሆኑ የሚችሉ ወይም ትክክለኛ ገዢዎች ወይም ባለሀብቶች እና ሙያዊ አማካሪዎቻቸው። የዚህ የግላዊነት ማስታወቂያ ስምምነቶች ከውሉ በኋላ ለግል መረጃ የሚተገበሩ መሆናቸውን ወይም ለግል መረጃ ክወና ሂደት ለውጦች አስቀድመው ማስታወቂያ መቀበልዎን ለማረጋገጥ የተቻለንን ሁሉ ጥረት እናደርጋለን
- ኃላፊነት ያላቸው የሕግ አስከባሪ አካላት፣ የመንግስት ተቆጣጣሪዎች እና ፍርድ ቤቶች መረጃውን መግለጽ (i) ሕግን ለማክበር (ii) ሕጋዊ መብቶችን ለመጠቀም፣ ለመመስረት ወይም ለመከላከል ወይም (iii) የአመልካቾችን፣ የንግድ አጋሮችን፣ የአገልግሎት አቅራቢዎችን ወይም ሌላ ሰነድ ወገን ወሳኝ ጥቅሞችን ለመጠበቅ አስፈላጊ ነው ብለን ስናምን
- ሌሎች የእርስዎ ፈቃድ ያላቸው ሰነድ ወገኖች

ከካ ኮላ የግል መረጃን በሚያጋራበት ጊዜ በተቻለ መጠን ተቀባዮቹ የግል መረጃን የእኛን የሚስጥራዊነት እና የደህንነት መስፈርቶች እንዲያሟሉ እና ተፈጻሚ የሚሆነውን ሕግ በማክበር እንዲይዙ እንጠይቃለን።

የሕግ መስፈርቶች የግል መረጃዎን ማጋራት የሚገድቡ ከሆነ ከካ ኮላ እነዚህን መስፈርቶች ያከብራል።

5. ከካ ኮላ የግል መረጃን የሚጠብቀው እንዴት ነው?

ከካ ኮላ የግል መረጃን ደህንነት ለመጠበቅ ቁርጠኛ ነው። ከካ ኮላ የግል መረጃን ካልተፈቀደላት መከፈት፣ ይፋ መሆን ወይም ሌላ አጠቃቀም እንዳይደርስበት ለመከላከል የተለያዩ የደህንነት መመርመሪያ፣ አስተዳደር እና መጠበቂያ መሳሪያዎችን ይጠቀማል።

6. ከካ ኮላ የግል መረጃን ይዞ የሚቆየው ለምን ያህል ጊዜ ነው?

የግል መረጃ የሚቆየው ተፈጻሚ በሚሆነው ህግ መሰረት እና/ወይም በኩባንያው የመዛግብት የማቆያ ፖሊሲዎች/ሂደቶች መሠረት ይሆናል። በአጠቃላይ ከካ ኮላ በማመልከቻው ሂደት ላይ እና ከዚያ በኋላ (ለተሳካላቸው እና ላልተሳካላቸው እጩዎች) ግላዊ መረጃው የተሰበሰበበትን አላማ ለሚሟላት ወይም ተፈጻሚ ከሆነ ፍቃድዎን እስከሚያነሱ ድረስ ወይም ሕጋዊ

ጥያቄዎች ላይ የምልመላ ሂደታችንን ለመደገፍ እና ለማስረጃ ለማቅረብ ጨምሮ ህጋዊ ግዴታዎችን ለማክበር ግላዊ መረጃዎችን ይይዛል።

7. ከካ ኮላ የግል መረጃዎችን ወደ ሌሎች ሀገራት ያስተላልፋል?

ከካ ኮላ የግል መረጃን እኛ እና ተባባሪዎቻችን እና አጋሮቻችን ወደምንሰራባቸው ቦታዎች ሁሉ ድንበር አሻግሮ ሊያስተላልፍ ይችላል። ሌሎች ግዛቶች እርስዎ ከሚኖሩበት አገር ሕግ የተለየ (እና በአንዳንድ ሁኔታዎች አነስተኛ ጥበቃ ያለው) የመረጃ ጥበቃ ሕግ ሊኖራቸው ይችላል።

የግል መረጃዎ በእኛ ወይም በእኛ ስም ድንበር ተሻግሮ ከተላለፈ በዚህ የግላዊነት ማስታወቂያ መሠረት የግል መረጃዎን ለመጠበቅ ተገቢ የሆኑትን መከላከያዎች እንጠቀማለን። እነዚህ መከላከያዎች በከካ ኮላ ተባባሪ ኩባንያዎች እና በአቅራቢዎቻችን መካከል የግል መረጃዎችን ለማስተላለፍ መደበኛ የውል አንቀጾችን ወይም ሞዴል ኮንትራቶችን ለመጠቀም መስማማትን ያካትታሉ። እነዚህ ሲተገበሩ ተባባሪዎቻችን እና አቅራቢዎቻችን ተፈጻሚ በሚሆኑ የግላዊነት ህጎች በሚያዙት መሰረት የግል መረጃዎችን እንዲጠብቁ ይጠይቃሉ።

ስለ መደበኛ የውል አንቀጾቻችን ወይም ስለ ሞዴል ኮንትራቶቻችን እንዲሁም ለድንበር ተሻጋሪ የግል መረጃ ማስተላለፎች ስለሉ ሌሎች መከላከያዎች መረጃ ለማግኘት እባክዎ የእኛን የግላዊነት ቢሮ በ privacy@coca-cola.com ላይ ያናግሩ።

8. በግል መኖሪያ አድራሻ ላይ በመመስረት ልዩ ድንጋጌዎች ይተገበራሉ?

በሚኖሩበትና በሚሠሩበት ቦታ ላይ በመመርኮዝ እና ተፈጻሚ በሚሆኑ ህጎች ላይ ተገዢ ሆኖ የተወሰኑ ህጋዊ መብቶች ሊኖሩዎት ይችላሉ ለምሳሌ:-

- የመድረስ/የመመልከት መብት - ከካ ኮላ የግል መረጃዎን የሚከውን እንደሆነ ለማወቅ
- የማረም መብት - ከካ ኮላ ትክክለኛ ያልሆኑ፣ ያልተሟሉ ወይም ጊዜ ያለፈባቸው የግል መረጃዎችን እንዲያስተካክል ወይም እንዲያዘምን ለመጠየቅ
- የመቃወም መብት - ከካ ኮላ የግል መረጃዎን እንዳይከውን ለማስቆም ወይም ለመከልከል
- የመሰረዝ መብት - ከካ ኮላ የግል መረጃዎን እንዲሰርዝ ወይም እንዲያጠፋ ለመጠየቅ
- ክወናን የመገደብ መብት - ከካ ኮላ የግል መረጃዎን አጠቃቀም እንዲገደብ ለመጠየቅ
- ስምምነትን የመሰረዝ መብት - ስምምነትዎን ለመሰረዝ
- የመረጃ ተንቀሳቃሽነት መብት - ከካ ኮላ የግል መረጃዎን በተዋቀረ፣ በተለምዶ ጥቅም ላይ በሚውል እና በማሻን ሊነበብ በሚችል ቅርጽ እንዲሰጥዎ ለመጠየቅ
- ስለራስ ሰር የክወና ሂደት ተጨማሪ መረጃ የመጠየቅ መብት

በሚመለከተው አገር-ተኮር ክፍል ውስጥ ከዚህ በታች ከተገለጸው ውጪ ከዚህ በታች ያለውን የመገኛ አድራሻ ተጠቅመው ኢ-ሜይል በማድረግ ያሉዎትን የመረጃ መብቶች መጠቀም ይችላሉ:-

- hrhelp@coca-cola.com

ከታች የተዘረዘረው ከሚከተሉት ሀገራት በአንዱ ወይም ከዚያ በላይ በሆኑ ሀገራት በሚኖሩበት ቦታ የእርስዎን ልዩ መብቶች እና ተጨማሪ የግላዊነት ዝርዝሮችን ያስቀምጣል:-

Residents of Argentina

We do not collect or process any Background Screening data in Argentina.

The **Agency of Access to Public Information**, in its role of Regulating Body of Law 25.326, is responsible for receiving complaints and reports from residents of Argentina who believe that their privacy rights were violated.

The owner of the personal information has the right to exercise the right of access at intervals of not less than six months, unless a legitimate interest is demonstrated for this purpose in accordance with article 14, paragraph 3 of Law No. 25,326.

Interested parties may exercise their right of access, rectification or deletion by submitting a request to: Servicios y Productos para Bebidas Refrescantes SRL – Vedia 4090 – C.A.B.A. – Argentina- Attn: Responsable de Bases de Datos.

Natural persons must attach a copy of their National Identity Document and Legal Representatives must attach the documentation that proves the validity of the legal representation. Each request must explain the reason for the request. Coca-Cola will respond to an access request within ten (10) calendar days and for requests to rectify, update or delete personal information, Coca-Cola will respond within five (5) business days.

Residents of Bolivia

Our collection of your personal information requires your express consent.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

Residents of Brazil

In Brazil, Coca-Cola's handling of personal information will also be guided by the following principles

- ❖ Adequacy
- ❖ Necessity
- ❖ Access
- ❖ Quality
- ❖ Security
- ❖ Prevention
- ❖ Non-Discrimination
- ❖ Responsibility
- ❖ Legality

Coca-Cola Brazil will also collect the following Identification information: Labor ID and Tax ID. All Identification information collected by Coca-Cola will be processed in order to comply with the labor, tax, social security, and any other legal requirements established by applicable laws.

We do not collect or process any Background Screening data related to credit, criminal history, drug tests and/or medical physicals in Brazil.

All sensitive personal information collected will be processed only to comply with legal or regulatory obligations (including Lei Geral de Proteção de Dados – LGPD (Law nº 13.709/2018)) or based on specific consent given by you.

All consent will be collected prior to any activity that process personal information.

The personal information collected by Coca-Cola and shared with third parties will only be used for the purposes established in this Privacy Notice.

At any time, you can withdraw your consent for us processing your personal information and sensitive data by contacting us at the email address or physical address below. Please consider that if you withdraw your consent, you may not be able to apply to any open position on The Coca-Cola Company website, and we may be unable to continue evaluating your existing applications.

We will not delete any data that is required by law to fulfill our legal or regulatory obligations or if the data is necessary to exercise our legal rights.

In addition to the rights described at the beginning of this Section 8, you have the following right:

- Right to Confirm – confirm your personal information is processed by the Company

You can exercise your privacy rights by:

- E-mail: encarregado.lgpd@coca-cola.com
- Mail: Praia de Botafogo, 374, Botafogo, Rio de Janeiro/RJ, ZIP Code: 22.250-907, attn: Larissa Lourenço

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

Residents of California

The following section applies to California residents and relates to personal information collected in the context of your application for employment with us.

Collection

A description of the personal information we collected in the last 12 months about job applicants and our reasons for doing so, is provided in Section 2.

We collect this information directly from you during recruitment or from service providers or third parties that assist us with our recruiting activities.

Sensitive Personal Information

Certain data elements we collect are deemed “sensitive” under California law. Those are race, ethnicity, sexual orientation, and government identification numbers (e.g., Social Security and driver’s license numbers). To the extent you provide us such information, it is used solely for purposes consistent with California privacy law.

Selling and Sharing Data

We do not sell applicant personal information or provide it to third parties for cross-context behavioral advertising (a concept known as “sharing” under California law). In certain circumstances, we use cookies for analytics purposes. If this usage constitutes a sale, we will provide you the opportunity to opt-out of the use of such cookies.

Individuals Rights

California law provides you with certain rights regarding your personal information, including:

- **Right to Know:** You can ask that we disclose to you the categories of personal information we collected about you, the categories of sources for the personal information we collected about you, our purpose for collecting your personal information, and the categories of third parties to whom we disclosed your personal information. You can also request that we provide you the specific pieces of personal information we collected about you.
- **Right to Delete:** You can ask us to delete the personal information that we have collected from you.
- **Right to Correct:** You can ask us to correct inaccurate personal information we maintain about you.

You can submit a request by contacting us at talentnortamerica@coca-cola.com. Subject to some exceptions, we will honor verified requests. To verify a request, we may ask you to provide us information that we can match with other information we have about you. You can also have an authorized agent submit a request on your behalf, but we will require proof of authorization from the agent and you must verify your identity with us and confirm you gave the agent permission to submit the request.

Residents of Canada

If you live in Alberta, British Columbia, or Quebec, you have certain rights in respect of your information. To access or correct your personal information, please contact talentnortamerica@coca-cola.com. Please note we may verify your identity before we can act on your request.

If you have questions about the collection of your personal information, you can contact Larissa Barbara Lourenco by email at privacy@coca-cola.com.

Residents of China

Personal Information and Sensitive Personal Information

Personal information refers to various types of electronic or otherwise recorded information related to identified or identifiable natural persons, excluding anonymized information.

In China, we do not collect or process the “sensitive personal information” as specified in section 2 “WHAT TYPES OF PERSONAL INFORMATION DOES COCA-COLA COLLECT, WHY DO WE COLLECT IT, AND WHAT LEGAL BASES DO WE RELY ON?” of the Applicant Privacy Notice, e.g. racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life and sexual orientation. However, we may collect your personal identity information (including your ID card and passport) for identity verification purposes and financial information (including bank account information) for reimbursement purposes. Such information may be identified as sensitive personal information under applicable laws and regulations in China. We restrict our process to the purposes described above and will take strict protection measures.

If you provide us with personal information of others, please make sure that the relevant individuals have consented to the processing of their personal information as described in this Applicant Privacy Notice.

How Does Coca-Cola Share Personal Information?

Coca-Cola will share your personal information to third parties in accordance with section 4 “HOW DOES COCA-COLA SHARE PERSONAL INFORMATION?” of the Applicant Privacy Notice.

If it is necessary for Coca-Cola to transfer personal information in case of a merger, division, dissolution, declaration of bankruptcy, or other reasons, we will notify you of the name and contact information of the recipient. The recipient must comply with the Applicant Privacy Notice when processing your personal information.

Does Coca-Cola Transfer Personal Information To Other Countries?

Coca-Cola is a global company which has legal entities in several countries. Your personal information may be transferred to The Coca-Cola Company.

- Contact information: Address: 1 Coca-Cola Plaza, Atlanta, GA 30313, USA; email: privacy@coca-cola.com.
- Types of personal information transferred overseas: Please refer to Section 2 “WHAT TYPES OF PERSONAL INFORMATION DOES COCA-COLA COLLECT, WHY DO WE COLLECT IT, AND WHAT LEGAL BASES DO WE RELY ON?” of the Applicant Privacy Notice.
- Purposes of processing by the overseas recipient: Please refer to Section 2 “WHAT TYPES OF PERSONAL INFORMATION DOES COCA-COLA COLLECT, WHY DO WE COLLECT IT, AND WHAT LEGAL BASES DO WE RELY ON?” of the Applicant Privacy Notice.
- Method of processing by the overseas recipient: Collection, use, storage, deletion, provision, transmission.
- Retention period: Your personal information will only be stored overseas for as long as necessary for the relevant purposes described in the Applicant Privacy Notice and as permitted by the applicable Chinese laws.

Your personal information may be transferred to other global entities of Coca-Cola (please see Appendix 1 for a detailed list of these global entities) and third parties engaged by us who are located outside of China for the purposes described in the relevant sections of the Applicant Privacy Notice. For instance, in the process of our business operation, your personal information may be shared with our human resources service provider Workday. Processing methods may include collection, use, storage, deletion, provision, and transmission.

We will use a lawful transfer mechanism to transfer your personal information outside of China. We also adopt necessary measures to ensure the overseas recipient listed above can provide the same level of protection as specified in the Section 5 of this Applicant Privacy Notice “HOW DOES COCA-COLA PROTECT PERSONAL INFORMATION?” and as required under applicable Chinese laws.

If you want to exercise your rights against the overseas recipient, please contact privacy@coca-cola.com.

Residents of Chile

Applicants from Chile or to whom the Chilean data protection law applies have the following rights:

- To request information on the processing of their personal information;
- To request that incorrect, inaccurate or incomplete information be modified;

- To request that their personal information be deleted if they are stored without a legal basis or if they are out of date notwithstanding legal exceptions;
- To request the deletion or blocking of their personal information, if applicable, if the data have been provided voluntarily or if they are used for commercial communications and the user no longer wishes to be included in the relevant register, either permanently or temporarily;
- To oppose the use of their personal information for advertising, market research or opinion polling purposes; and
- To revoke their consent to the processing of personal information at any time with effect for the future. If you revoke consent, we may be unable to continue evaluating your application.

We do not collect or process any Background Screening data in Chile.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

Residents of Colombia

The controller of your personal information is:
Coca-Cola Bebidas de Colombia S.A.
Post: Attn: Privacy Officer
Av. Carrera 45 N 103-60 Piso 8, Bogotá D.C.

In order to process your personal data, the data controller for Colombia will always obtain consent as required by applicable law.

Together with the rights mentioned above in this section, the data subject shall have the rights established in Article 8 of Law 1581 of 2012. Any exercise of the rights must be done to the addresses included in this section for Colombia, and must comply with the requirements established in Law 1581 of 2012 and its regulatory decrees. We will answer your queries as established in the applicable law.

The applicable Privacy Policy for Colombia can be requested at any time to the Privacy Officer of Coca-Cola Bebidas de Colombia S.A.

In the case that we collect sensitive information, note that the answer to the questions of sensitive information is optional.

In the case the changes to this Privacy Notice are considered as substantial by Colombian law, the data controller will obtain your specific consent to continue handling your personal data.

We do not collect or process any Background Screening data in Colombia.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

Residents of Costa Rica

Coca-Cola Industrias LTDA (the controller of your personal information) acknowledges and agrees to comply, as applicable, with local legal provisions and requirements regarding (i) collecting personal information and obtaining the consent of data subjects, (ii) processing of sensitive personal data, (iii) protecting privacy rights, (iv) transferring personal information and (v) maintaining security measures for collected personal information.

We do not collect or process any Background Screening data in Costa Rica.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

For Residents of Ecuador

In Ecuador, Coca-Cola's handling of personal information will also be guided by the following principles:

- ❖ Lawfulness
- ❖ Fairness
- ❖ Purpose Limitation
- ❖ Data Minimization
- ❖ Proportionality
- ❖ Confidentiality
- ❖ Accuracy
- ❖ Storage Limitation
- ❖ Security
- ❖ Accountability
- ❖ Favorable Applicability
- ❖ Non-Discrimination

Coca-Cola Ecuador will also collect the following Identification information: Labor ID and Tax ID. All Identification Information collected by Coca-Cola will be processed in order to comply with the labor, tax, social security, and all the legal provision by applicable laws.

We do not collect or process any Background Screening data in Ecuador.

All sensitive personal information collected will be processed only to comply with legal or regulatory obligations (including the Ecuadorian Data Protection Law (*Ley Orgánica de Protección de Datos Personales - LOPDP*) or based on specific consent given by you.

All consent will be collected prior to any activity that process personal information.

The personal information collected by Coca-Cola and shared with third parties will only be used for the purposes established in this Privacy Notice.

At any time, you can withdraw your consent for us processing your personal information and sensitive personal information by contacting us at the email address or physical address below. Please consider that if you withdraw your consent, you may not be able to apply to any open position on The Coca-Cola Company website, and we may be unable to continue evaluating your existing applications.

We will not delete any data that is required by law to fulfill our legal or regulatory obligations or if the data is necessary to exercise our legal rights.

In addition to the rights described at the beginning of this Section 8, you have the following rights:

- Right to Know – you can ask to receive information concerning the purposes for our processing; the period for which your personal information will be stored; the applicable data protection rights; and the contact details for the controller and data protection officer, if applicable.
- Right to Object – you can object at any time to our processing of your personal information, as long as the law allows the objection, no third party's rights are not affected, and the processing is not related to public data or ordered by law.
- Right to the Suspension of Processing – you can ask us to suspend the processing when: (i) the personal information is inaccurate; (ii) the processing is unlawful; (iii) the controller does not longer require the personal information to fulfill their purpose; or (iv) the minimum requirements for processing health data are not fulfilled.
- Right to Object an Automated Individual Decision Making (profiling) – you can ask to not be subject to a decision based solely on automated processing, including profiling, which produce direct legal effects for you.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

For Residents of European Economic Area, Switzerland and United Kingdom

The data controller (i.e., the Coca-Cola entity that determines the purpose and means of processing your personal information) for your personal information is the Coca-Cola entity related to the Opportunity that interests you or that operates the website on which you created your Candidate Account.

The legal bases for our processing of your personal information depend on the context in which the personal information is collected and processed.

When Coca-Cola transfers personal information to third parties for processing in jurisdictions not deemed "adequate" by the European Commission and/ or the Government of the United Kingdom (as applicable), standard contractual clauses, the international data transfer agreement, and other appropriate safeguards are in place.

If you would like to access, correct, update, suppress, restrict, object to or delete personal information that you have previously provided to Coca-Cola as or if you would like to receive an electronic copy of your personal information for purposes of transmitting it to another company (where this right to portability is provided to you by law), please submit your request to us as follows:

- hrhelp@coca-cola.com
- Our EU Data Protection Officer is available at • dpo-europe@coca-cola.com

In your request, please make clear what personal information you would like to have changed, whether you would like to have your personal information suppressed from our database or other limitations you

would like to put on our use of your personal information. For your protection, we verify your identity and geographic residency before fulfilling your request. We will comply with your request as soon as reasonably practicable and within the time periods required by applicable law.

Please note that we often need to retain certain personal information for recordkeeping purposes and/or to complete any transaction that you began prior to submitting your request (e.g., when you make a purchase or enter a promotion, you may not be able to change or delete the personal information provided until after the completion of the purchase or promotion). We also may not delete certain personal information for legal reasons.

If you work or reside in the EEA:

You have the right to lodge a complaint with the competent supervisory authority in the Member State of your habitual residence, your place of work or the location of the alleged infringement of your data protection rights if you believe that Coca-Cola's personal information processing violates the General Data Protection Regulation. The data protection regulators for the EEA jurisdictions are specified in Appendix 1.

If you work or reside in the Switzerland:

The Swiss regulator is specified in Appendix 1.

If you work or reside in the UK:

The UK data protection regulator is specified in Appendix 1.

Residents of India

GOCCI@coca-cola.com

Residents of Indonesia

Coca-Cola maintains and implements policies and procedures to protect personal information.

You understand and agree that Coca-Cola may transfer your personal information to a country outside of Indonesia. We will coordinate with the relevant authority before the transfer and where applicable, transfer of information to other jurisdiction will be done to a country with a data protection policy that is equal or stricter to the data protection regulation in Indonesia.

Coca-Cola will inform applicants regarding a data breach involving their personal information, as required by law.

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

Residents of Japan

The English version is the original and the Japanese version is for reference purposes. If there is any conflict or inconsistency between these two versions, the English version shall prevail.

We may jointly use Personal Information to the extent necessary for the following scope and purpose of use:

<Purpose of Joint Use>

Addressed in Section 2

<Scope of Personal Information for Joint Use>

Addressed in Section 2

<Persons for Joint Use>

Coca-Cola Affiliates

(Affiliate, as used in this section, means any corporation controlled by or under common control with Coca-Cola. For such purposes, "control" means the direct or indirect ownership of at least fifty percent of the voting interest in such corporation or the power in fact to control the management decisions of such entity.)

<Person Responsible for Managing Personal Information>

Coca-Cola (Japan) Company, Limited

Residents of Kenya

In addition to the rights set out at the beginning of this Section 8, you shall have the right to:

- Object to the processing of your data via the Form DPG 1 outlined in Kenya's Data Protection Regulations, 2021.
- Send a data access request to <mailto:privacy@coca-cola.com> or hrhelpwarsaw@coca-cola.com seeking confirmation as to whether or not your personal information is being processed and:
 - the purposes of the processing
 - the categories of personal information concerned
 - the recipients or categories of recipient to whom the personal information have been or will be disclosed, including recipients in other countries or territories
 - where possible, the envisaged period for which the personal information may be stored, or, if not possible, the criteria used to determine that period
 - where the personal information is not collected from the data subject, any available information as to the source of collection

Either you or a person you authorize in writing may exercise the rights you have under this Privacy Notice.

Residents of Malaysia

In addition to the rights mentioned above, applicants may have the right to be notified, as required under the applicable laws, in the event of data breach affecting your personal information. You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

Residents of Mexico

In Mexico, Coca-Cola's handling of personal information will also be guided by the following principles

- ❖ Legitimacy
- ❖ Consent
- ❖ Information
- ❖ Quality
- ❖ Purpose
- ❖ Loyalty
- ❖ Proportionality
- ❖ Responsibility

All consent will be collected prior to any activity that process personal information.

The personal information collected by Coca-Cola and shared with third parties will only be used for the purposes established in this Privacy Notice.

At any time, you can withdraw your consent for us processing your personal information and sensitive personal information by contacting us at the email or address below. Please consider that if you withdraw your consent, you may not be able to apply to any open position on The Coca-Cola Company website, and we may be unable to continue evaluating your existing applications.

We will not delete any personal information that is required by law to fulfill our legal or regulatory obligations or if the data is necessary to exercise our legal rights.

In addition the rights described at the beginning of this Section 8, you have the following rights:

Exercise ARCO rights (access, correction, cancellation, opposition).

You have the right to Access the personal information that you have provided to us and to know the characteristics of the treatment given to them; to Rectify personal information if your personal information is inaccurate or incomplete; to request your personal information be Canceled when you consider that they are unnecessary for the purposes for which personal information were collected and it the personal information are not being treated in accordance with the principles and duties established by Law, as well as to Oppose to the treatment of your personal information for specific purposes and/or withdraw the consent you have given us for your treatment.

In order to exercise the aforementioned rights, you, as the data subject of personal information, sensitive personal information, and property or financial data, must submit the respective request, either personally (at the address specified earlier in Appendix 1) or by sending an email to the Avisodeprivacidad@coca-cola.com containing the terms established by the Federal Law on the Protection of Personal Data Held by Private Parties (name of the owner and/or his legal representative; address or other means to receive a response; documents that prove their identity or legal representation, in case it is done by an agent; clear and precise description of the data with respect to which they seek to exercise their rights; and other elements or documents that facilitate the location of the data).

For any questions regarding the procedures to exercise your rights, you can send an email to Avisoprivacidad.mexico@coca-cola.com for assistance.

We do not collect or process any Background Screening data in Mexico.

For the purposes of exercising your rights or compliance with any obligation established in the data protection regulation, the data controller of your information would be the Coca-Cola entity to which you apply for a job opportunity.

Residents of New Zealand

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

Residents of Nigeria

If you have questions about this Privacy Notice or need further information (such as the legal basis on which we collect and use your personal information), please contact us at privacy@coca-cola.com.

Residents of Papua New Guinea

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

Residents of Philippines

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

Residents of Singapore

In addition to the rights at the beginning of this Section 8, you have the right to be notified, as required under the applicable laws, in the event of data breach affecting your personal information. You also have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola's personal information processing violates the applicable law.

In the event of a data breach, Coca-Cola must take steps to assess if notice is required. If the data breach likely results in significant harm to individuals, and/or is of significant scale, organizations are required to notify the Personal Data Protection Commission and the affected employees as soon as practicable.

Residents of South Africa

Coca-Cola may transfer your personal information to a country outside of South Africa to any of the places where we, our affiliates, our suppliers, or our partners do business. However, if your personal information is transferred or otherwise transmitted across borders by us or on our behalf by processors or other third parties, we use appropriate safeguards to protect your personal information in accordance with this Privacy Notice and as set out in Section 7 of this Privacy Notice.

In addition to the rights described at the beginning of this Section 8, and in accordance with the Protection of Personal Information Act 4 of 2013, you have the right to:

- Request we confirm, free of charge, whether we hold any personal information about you, subject to you providing adequate proof of identity.
- Request we, within a reasonable time, at a prescribed fee, in a reasonable manner and understandable format, provide you a record or a description of your personal information, subject to you providing adequate proof of identity.
- Object to our processing of your personal information, unless applicable law provides for us to process such personal information.
- Lodge a complaint to the Information Regulator of South Africa via email at POPIAComplaints@inforegulator.org.za.

Residents of South Korea

For residents of South Korea, Coca-Cola does not collect information that is not relevant to job performance.

In the event of any conflict between the provisions of the "COCA-COLA APPLICANT PRIVACY NOTICE" and "CCKC APPLICANT PRIVACY NOTICE", "CCKC APPLICANT PRIVACY NOTICE" shall prevail to the extent of such conflict.

한국코카콜라 유한회사(CCKC) 채용지원자의 개인정보처리방침은 아래의 링크(링크 추후 제공 예정)를 통해 확인해주시기 바랍니다. 만약, "COCA-COLA APPLICANT PRIVACY NOTICE"와 "CCKC 채용 지원자 개인정보 처리방침" 내용에 서로 다른 부분이 있거나 기타 상충하는 경우, 상충되는 부분에 한하여 "CCKC 채용 지원자 개인정보 처리방침"의 내용이 우선합니다.

Residents of Thailand

Types of Personal Information that Coca-Cola collects

In addition to the items specified in the table under Identification information in Section 2, Coca-Cola also collects blood types, religion of the applicants as specified on the Thai national ID cards of the applicants.

Cross-border Transfer

Coca-Cola may transfer your personal information to a country outside of Thailand. However, we will only do so if we have determined that the other country's laws provide an adequate level of data protection, or if we have otherwise provided appropriate safeguards, such as entering into an agreement with the recipient that includes appropriate standard data protection clauses.

Collection of Personal Information

Any provision of your personal information is voluntary. You may choose not to give any information that we request. However, the failure to provide such information may result in Coca-Cola’s inability to provide you with certain benefits, products, or services.

Some of the Personal Data collected by us may be considered “Sensitive Personal Data.” For example, if you are a Thai national, we may ask for a copy of your Thai identification card, which may contain sensitive personal data (i.e., religion and/or blood type). We intend to collect sensitive personal Information only (1) upon your express consent when the information is reasonably necessary for our business operations; (2) as required by law, court orders, or orders of any government agencies, or (3) in cases where you intentionally disclose such data to the public. We intend to share sensitive personal information only when we deem that it is necessary to be collected, used, or processed for any of the following objectives:

- To prevent or suppress a danger to the life, body, or health of the data subject, when the data subject is incapable of giving the consent for whatever reason;
- To carry out legitimate activities, with appropriate safeguards, of foundations, associations, or any other not-for-profit bodies with political, religious, philosophical, or trade union purposes for their members;
- If the information is disclosed to the public with your explicit consent;
- To establish, comply with, exercise, or defend legal claims; or
- If it is necessary for compliance with the law to achieve purposes relating to scientific, historical, or statistical research, or for other public interests.

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola’s processing of personal information violates the applicable law.

Residents of Vietnam

You have the right to lodge a complaint with the competent supervisory authority if you believe that Coca-Cola’s personal information processing violates the applicable law.

9. ይህ የግለሰብ ማስታወቂያ ይለውጣል?

ይህንን የግለሰብ ማስታወቂያ ከጊዜ ወደ ጊዜ በሕግ፣ በቴክኒክ ወይም በንግድ እድገቶች ለውጥ ምክንያት ልናዘምን እንችላለን። ይህንን የግለሰብ ማስታወቂያ ስናዘምን ከላይ የተጠቀሰውን ስራ ላይ የሚውልበት ቀን እንለውጣለን። እንዲሁም የግለሰብ ሙብቶችን የሚነኩ ናቸው ብለን የምናምንባቸውን እና በሚመለከተው የግለሰብ ሕግ የሚጠየቁትን አስፈላጊ ለውጦች አስቀድመን ለእርስዎ ለማሳወቅ ተገቢ እርምጃዎችን እንወስዳለን። የሚመለከተው የግለሰብ ሕግ የእርስዎን ዕውቅና የሚጠይቅ ከሆነ የተሻሻለው የግለሰብ ማስታወቂያ የግል መረጃዎ ላይ ከመተግበሩ በፊት ለላውጦቹ እዉቅና እንዲሰጡ እንጠይቅዎታለን።

10. ጥያቄ ካለኝ ማንን ማነጋገር እችላለሁ?

በዚህ የግለሰብ ማስታወቂያ ውስጥ ስላልተገለጹ የኮከ ኮላ የግል መረጃዎ ክወና በተመለከተ ጥያቄዎች ካሉዎት እባክዎ privacy@coca-cola.comን ያነጋግሩ።

አባሪ 1

እስራካ ስም	የከካ ኮሌ ስም	የከካ ኮሌ አድራሻ	የተቆጣጣሪ ስም አድራሻ (አስፈላጊ ከሆነ)
Algeria	EURL Beverage Services Algeria	Post: Algerian Business Center Pins Maritimes, 4th floor, El Mohammadia, Algiers, Algeria	Not operational yet
Angola	Coca-Cola Services Angola	Post: 6th Floor, Edificio Luanda, Belas Business Park, Talatona, Luanda, Angola	
Argentina	Servicios y Productos para Bebidas Refrescantes SRL	Post: Servicios y Productos para Bebidas Refrescantes SRL – Vedia 4090 – C.A.B.A. – Argentina- Attn: Responsable de Bases de Datos	Agency of Access to Public Information
Australia	Coca Cola South Pacific Pty Limited	Email: privacyofficerau@coca-cola.com Phone: Call our Consumer Information Centre on 1800 025 123 (within Australia) Post: Attn: Privacy Officer Coca Cola South Pacific Pty Limited GPO Box 388 North Sydney, NSW 2059	Office of the Australian Information Commissioner Post: GPO Box 5218 Sydney NSW 2001 Address: 175 Pitt Street Sydney NSW 2000 Tel: 1300 363 992 Fax: 61 2 9284 9666 Email: foi@oaic.gov.au Website: https://www.oaic.gov.au/
Austria	Coca-Cola Ges.m.b.H. Roemerquelle Beteiligungsverwaltungs GmbH	Email: dpo-europe@coca-cola.com Post: Am Europlatz 2, 1120 Vienna, Austria	Austrian Data Protection Authority Address: Österreichische Datenschutzbehörde Barichgasse 40-42, 1030 Wien Telephone: 43 1 52 152-0 Website: www.dsb.gv.at/ Email: dsb@dsb.gv.at
Azerbaijan	Reps office in Azerbaijan "CocaCola Meşrubat Pazarlama Danışmanlık Sanayi ve Ticaret A.Ş."	Nargiza Albekova nalbekova@coca-cola.com	
Bangladesh	Coca-Cola Bangladesh Limited	Coca-Cola Bangladesh Limited Doreen Tower, 6/A North Avenue, Gulshan-2, Dhaka-1212, Dhaka Bangladesh	
Bahrain	The Coca-Cola Export Corporation, Bahrain Branch	Post: 2 nd Floor, Office Number 22 of Unitag House (Govt. Avenue, Manama) PO Box – 11774, Kingdom of Bahrain	

ለስራ ካሙላኩ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Belarus	Coca-Cola Belarus (Coca-Cola Ukraine Ltd Belarus Representation office) Coca-Cola Belarus (Coca-Cola Soft Drink Consulting Representation office)	Internatsionalnaya 36-1, office 623, Minsk, 220030, Belarus	National Personal Data Protection Center of the Republic of Belarus 24-3 K. Zetkin Str. Minsk, 220004 info@cpd.by
Belgium	SA Coca-Cola Services NV	Email: dpo-europe@coca-cola.com Post: 1424 Chaussée de Mons, 1070 Brussels, Belgium	Data Protection Authority (DPA) - Autorité de la protection des données - Gegevensbeschermingsautoriteit (APD-GBA) Address: Rue de la Presse 35 – Drukpersstraat 35 1000 Bruxelles – Brussel Telephone: 32 (0) 2 274 48 00 / Fax: 32 (0) 2 274 48 35 Websites: https://www.autoriteprotectiondonnees.be https://www.gegevensbeschermingsautoriteit.be Email: contact@apd-gba.be
Bolivia	Coca-Cola Bolivia	Av. Las Ramblas, esquina Los Cedros, Edificio Torre Alas, Piso 9 de la ciudad de Santa Cruz de la Sierra, Bolivia	
Bosnia & Herzegovina	Barlan B-H d.o.o.	dpo-europe@coca-cola.com	Personal Data Protection Agency - Agencija za zaštitu ličnih podataka u Bosni i Hercegovini Address: Dubrovačka broj 6, Sarajevo Telephone: 00 387 33 726 250 Website: http://azlp.ba/ Email: azlpinfo@azlp.ba
Brazil	Recofarma Indústria do Amazonas Ltda. Praia de Botafogo, nº374 – Botafogo, Rio de Janeiro/RJ CEP: 22250-907;	Coca-Cola Brazil Data Protection Officer information: Name: Larissa Lourenço e-mail: encarregado.lgpd@coca-cola.com mail box: Praia de Botafogo, nº374 – Botafogo, Rio de Janeiro/RJ CEP: 22250-907	Autoridade Nacional de Proteção de Dados https://www.gov.br/anpd/pt-br

ለስራ ካሙላኩ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Bulgaria	Coca-Cola Bulgaria EOOD	Email: dpo-europe@coca-cola.com Post: 8, Racho Petkov Kazandzhivata, Vitosha district, Sofia, 1715, Bulgaria	Commission for Personal Data Protection Address: 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592 Telephone: 359 2 915 3580 / +359 2 915 3548 / Fax +359 2 915 3525 Website: https://www.cdpd.bg/ Email: kzld@cpdp.bg
Canada	Coca-Cola Ltd.	335 King Street East, Toronto, ON, M5A 1L1, Canada Email: privacy@coca-cola.com	
Cambodia	Representative Office of Coca-Cola Southeast Asia, Inc.	Email: privacy@coca-cola.com	
China	Coca-Cola Beverages (Shanghai) Company Limited	Email: privacy@coca-cola.com	Cyberspace Administration of China http://www.cac.gov.cn/
Chile	Coca-Cola de Chile S.A.	Av. Presidente Kennedy 5757, Piso 12, Las Condes, Santiago, Chile	
Colombia	Coca-Cola Bebidas de Colombia S.A.	Post: Attn: Privacy Officer Av. Carrera 45 N 103-60 Piso 8, Bogotá D.C. Address: AK45 #103-60. Piso 8. Bogotá, Colombia. 110111 Phone 6386600 Email: repciondedocumentos@coca-cola.com	The data protection regulator is: Superintendencia de Industria y Comercio (SIC) Website: https://www.sic.gov.co/ Email: contactenos@sic.gov.co
Costa Rica	Coca-Cola Industrias LTDA	Plaza Tempo, Oficinas Corporativas, Lobby A, San Rafael, Escazú, San Jose, Costa Rica.	Inhabitants Data Protection Agency (Prodhav). Official Website: http://www.prodhav.go.cr/
Cote d'Ivoire	The Coca-Cola Export Corporation (Abidjan Representative Office)	Post: Abidjan, Plateau, Angle Boulevard Botreau Roussel, private street CRRAE-UEMOA Building, 04 BP 483 Abidjan 04	
Croatia	Coca-Cola Adria d.o.o.	Email: dpo-europe@coca-cola.com Post: Milana Sachsa 1, 10000 Zagreb, Croatia	Agencija za zaštitu osobnih podataka (Personal Data Protection Agency) (the "Agency") Selska cesta 136 HR - 10 000 Zagreb Telephone: 00385 (0)1 4609-000 Email: director@azop.hr Website: www.azop.hr

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Czech Republic	Coca-Cola Ceska Republika spol.	Email: dpo-europe@coca-cola.com Post: Českobrodská 1329, 198 00 Praha 9-Kyje, Czechia	The Office for Personal Data Protection (Úřad pro ochranu osobních údajů) (the "Office") Pplk. Sochora 27 170 00 Praha 7 Czech Republic Telephone: +420 234 665 800 Email: posta@uouu.cz Website: www.uouu.cz
Denmark	Coca-Cola Nordic Services ApS	Email: dpo-europe@coca-cola.com Post: Philip Heymans Alle 17, DK2900 Hellerup, Denmark	The Data Protection Agency (Datatilsynet) (the "Agency") Carl Jacobsens Vej 35 DK-2500 Valby Denmark Telephone +45 33 19 32 00 Email: dt@datatilsynet.dk Website: www.datatilsynet.dk
Dubai	The Coca-Cola Export Corporation, Dubai Branch	Email: privacy@coca-cola.com Post: Office Park Building, Block B, Fourth Floor, Knowledge Village, Dubai, United Arab Emirates P.O. Box: 501738	
Ecuador	COCA-COLA DE ECUADOR S.A.	Avenida República de El Salvador N36-230 y Av. Naciones Unidas, Edificio Citibank, Primer piso, Quito, Ecuador Phone: 3982622 Email: privacy@coca-cola.com Data Protection Officer Information: Name: Larissa Lourenço e-mail: encarregado.lgpd@coca-cola.com mail box: Praia de Botafogo, nº374 – Botafogo, Rio de Janeiro/RJ CEP: 22250-907	
Egypt	Atlantic Industries-Egypt Branch	Post: Nasr City, Freezone, 8th District, Cairo, Egypt	
El Salvador	Compania de Servicios (El Salvador), S.A.	89 Ave. Norte, Edif. World Trade Center, Torre 2, local 209, San Salvador, El Salvador	

ለስራ ካሙላክቱ፡-	የኮከ ኮላ መረጃ ተቆጣጣሪዎ...	የኮከ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Estonia	Coca-Cola Balti Jookide AS	Email: dpo-europe@coca-cola.com Post: Mustamäe tee 16, 10617 Tallinn	Estonian Data Protection Inspectorate - (Andmekaitse Inspektsioon) Address: Tatari 39, 10134 Tallinn Telephone: 372 6828 712 Website: http://www.aki.ee/ Email: info@aki.ee
Eswatini	Conco Limited	Post: Plot 467 Conco Crescent, Matsapha, Eswatini	Eswatini Communications Commission (ESCCOM) https://www.esccom.org.sz/contactus/
ኢትዮጵያ	ኮከ ኮላ መካከለኛው ምስራቅ እና ምዕራብ አፍሪካ ሊሚትድ፣ የኢትዮጵያ ተወካይ ቢሮ	ፖስታ፡- አዲስ አበባ፣ ቂርቆስ ክፍለ ከተማ፣ ቀበሌ 20/21፣ የቤት ቁጥር፡- 1146(903)	
Finland	Coca-Cola Finland Oy	Email: Dpo-europe@coca-cola.com Post: C/O Sinebrychoff, Sinebrychoffin aukio 1/ Korkeavarasto (building), 04250 Kerava, Finland	The Office of the Data Protection Ombudsman P.O. Box 800 00521 Helsinki Finland Telephone: +358 (0)29 566 6777 Email: tietosuoja(at)om.fi Website: www.tietosuoja.fi
France	Coca-Cola Services France S.A.S.,	Email: Dpo-europe@coca-cola.com Post: 9 Chemin de Bretagne, 92130 Issy les Moulineaux, France	Commission Nationale de l'Informatique et des Libertés (the "CNIL") 3 Place de Fontenoy TSA 80715 75334 Paris Cedex 07 France Telephone: 00 33 1 53 73 22 22 Website: www.cnil.fr
Georgia	Reps office in Georgia "CocaCola Meşrubat Pazarlama Danışmanlık Sanayi ve Ticaret A.Ş."	Nargiza Albekova nalbekova@coca-cola.com	

ለስራ ካሙላኩ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Germany	Coca-Cola GmbH	Email: dpo-europe@coca-cola.com Post: Stralauer Allee 4, 10245 Berlin, Germany	German Federal Commissioner for Data Protection and Freedom of Information (BfDI) - Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit Address: Graurheindorfer Straße 153, 53117 Bonn Telephone: 49 228 997799 0 / Fax +49 228 997799 5550 Email: poststelle@bfdi.bund.de Website: http://www.bfdi.bund.de/
Ghana	Coca-Cola Equatorial (Africa) Limited	Post: 19, Kofi Annan Street, Airport Residential Area, Accra, 233, Ghana	Data Protection Commission East Legon, Paw Paw Street, GPS: GA-414-1469, P.O. Box CT7195, Accra +233-(0)302222927 info@dataprotection.org.gh
Great Britain	Beverage Services Limited	Email: dpo-europe@coca-cola.com Post: 1A Wimpole Street, London W1G 0EA	Information Commissioner's Office (ICO) Wycliffe House, Water Ln, Wilmslow SK9 5AF, United Kingdom Tel: 0303 123 1113 E-mail: icocasework@ico.org.uk Website: https://ico.org.uk/
Greece	Coca-Cola Hellas S.A.	Email: dpo-europe@coca-cola.com Post: 26 Kifissias Ave. & 2 Paradissou str., 15125, Maroussi, Greece	Hellenic Data Protection Authority Kifissias Av. 1-3 11523 Ampelokipi Athens Tel. +30 210 6475 600 Fax +30 210 6475 628 Email: contact@dpa.gr Website: http://www.dpa.gr/
Guatemala	Compania De Servicios Del Distrito Norte, S.A.	c/o Coca-Cola Interamerican Corporation, Av Las Americas 18-81 Zona 14, Edificio Columbus Center Piso 13, Guatemala City, Guatemala	
Hong Kong	Coca-Cola China Limited	Email: tedchang@coca-cola.com Floor 24, Cambridge House, Taikoo Place, Quarry Bay, Hong Kong	

ለስራ ካመለከቱ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Hungary	Coca-Cola Hungary Services Ltd	Email: dpo-europe@coca-cola.com Post: 2330 Dunaharaszti, Némedi út 104, Hungary	Hungarian National Authority for Data Protection and Freedom of Information Address: Falk Miksa utca 9-11 H-1055 Budapest Telephone: 36 1 3911 400 Email: privacy@naih.hu Website: http://www.naih.hu/
Indonesia	PT Coca-Cola Indonesia	Email: privacy@coca-cola.com	Ministry of Communication and Informatics Jl. Medan Merdeka Barat No.9, RT.2/RW.3, Gambir, Kecamatan Gambir, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10110 Phone: (+62-21) 159
Israel	Refreshment Product Services, Inc., Israel Branch	Post: 111 Kahaneman Street, Bnei Brak 5155357, Israel	
Ireland	European Refreshments Unlimited Company	Email: dpo-europe@coca-cola.com Post: Soutgate Dublin Road, Drogheda County Meath A92 YK7W	Data Protection Commission Address: 21 Fitzwilliam Square, D02 RD28 Dublin 2 Telephone: 353 76 110 4800 Email: info@dataprotection.ie Website: http://www.dataprotection.ie/
Italy	Coca-Cola Italia S.r.l	Email: dpo-europe@coca-cola.com Post: Viale T. Edison 110/B, Sesto San Giovanni (MI)	Garante per la Protezione dei Dati Personali (the "Garante") Piazza Venezia n. 11 - 00187 Rome (Italy) Telephone: (+39) 06.696771 Email: protocollo@gpdp.it Website: www.garanteprivacy.it

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Japan	日本コカ・コーラ株式会社 Coca-Cola(Japan)Company, Limited	〒150-0002 東京都渋谷区渋谷 4 丁目 6 番 3 号 TEL:03-5466-8000 (大代表) 6-3, Shibuya 4-Chome, Shibuya-Ku, Tokyo 150-0002 https://www.cocacola.co.jp/	
Kazakhstan	Coca-Cola Kazakhstan LLP	Post: 97 Zholdasbekova str, Business Center Samal Towers, 16th floor, 050010, Almaty, Kazakhstan	
Kenya	Coca-Cola Central East and West Africa Limited	90 JGO, 3rd Floor, James Gichuru Road, Nairobi, Kenya	Office of the Data Protection Commissioner https://www.odpc.go.ke/
Lithuania	UAB „Allied Beverages“	dpo-europe@coca-cola.com	The State Data Protection Inspectorate (the “Inspectorate”) L. Sapiegos st. 17 LT-10312 Vilnius Lithuania Telephone: +370 5 271 2804 / 279 1445 Email: ada@ada.lt Website: www.vdai.lrv.lt
Malaysia	Coca-Cola Far East Limited (Malaysia Branch)	Email: pjtan@coca-cola.com Data Privacy Officer	Personal Data Protection Act 2010 – Jabatan Perlindungan Data Peribadi (pdp.gov.my) Official Portal of Department of Personal Data Protection
Mauritius	Coca-Cola Indian Ocean Islands Limited	Post: Orange Tower, 9 th Floor Cybercity Ebene, Mauritius	Data Protection Office Level 5, SICOM Tower, Wall Street, Ebene Cyber City, Ebene, Republic of Mauritius. Tel: 4600251 Email Address: dpo@govmu.org
Mexico	SERVICIOS INTEGRADOS DE ADMINISTRACIÓN Y ALTA GERENCIA, S. de R.L. de C.V	Rubén Darío No 115 Col. Bosque de Chapultepec, Delegación Miguel Hidalgo, 11580 Ciudad de México. Coca-Cola’s Mexico data protection officer is available by email at avisodeprivacidad@coca-cola.com	The Mexico data protection regulator is: Instituto Nacional de Transparencia, Acceso a la Información y Protección de Datos Personales. https://inicio.inai.org.mx
Mongolia	Coca-Cola China Limited Monoglia Representative Office	Post: MCS Coca-Cola plant, Gachuurt Road 104, Amgalan 13260, Bayanzurkh district, 10 Khoroo, Ulaanbaatar, Mongolia	

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Morocco	The Coca-Cola Export Corporation - Morocco Branch	Post: CT 1029 Sidi Maarouf, BP 8062 Casablanca, Morocco	La CNDP https://www.cndp.ma/fr/
Myanmar	Coca-Cola Limited	No. 3/A Bogyoke Aung Sain Road, Level 14 Junction City Tower, Suite No. 16 - 19, Pabedan Township, Yangon, Myanmar	
Netherlands	Coca-Cola Netherland BV	Email: dpo-europe@coca-cola.com Post: Marten Meesweg 25 3068 AV Rotterdam, Netherlands	Dutch Data Protection Authority Address: Hoge Nieuwstraat 8, 2514 EL The Hague - Autoriteit Persoonsgegevens, P.O. Box 93374, 2509 AJ Den Haag Tel. +31 70 888 8500 / Fax +31 70 888 8501 Website: https://autoriteitpersoonsgegevens.nl/
New Zealand	Coca-Cola Oceania Limited	Email: privacyofficerau@coca-cola.com Phone: Call our Consumer Information Centre on 1800 025 123 (within Australia) Post: Attn: Privacy Officer Coca Cola South Pacific Pty Limited GPO Box 388 North Sydney, NSW 2059	Office of the Privacy Commissioner Office of the Privacy Commissioner Enquiry Form PO Box 10 094, Wellington 6143 New Zealand 0800 803 909 investigations@privacy.org.nz
Nigeria	Coca-Cola Nigeria Limited	Pemberton Place, 16, Gerrard Road, Ikoyi, LAGOS, NIGERIA, Nigeria Email: dpo-africa@coca-cola.com	Nigeria Data Protection Bureau No. 5, Donau Crescent, Maitama Abuja, Nigeria. info@ndpb.gov.ng
Norway	Coca-Cola Norge AS	Email: dpo-europe@coca-cola.com Post: Robsrudskogen 5, PO Box 460, Lorenskog N-1471, Norway	Norwegian Data Protection Authority Address: P.O. Box 458 Sentrum, 0150 Oslo Telephone: 47 22 39 69 00 Email: postkasse@datatilsynet.no Website: https://www.datatilsynet.no
Pakistan	The Coca-Cola Export Corporation, Pakistan Branch	Post: 27-Q College Road Gulberg II, Lahore, Pakistan	
Papua New Guinea	Coca-Cola Papua New Guinea Limited	Ashurst PNG, Level 11 Mrdc Haus, Corner of Musgrave Street and Champion Parade, Port Moresby, National Capital District, Papua New Guinea	NICTA – National Information and Communication Technology Authority PO Box 8444, BOROKEO, NCD, Papua New Guinea, Phone (675) 303 3200

ለስራ ካሙኒቲ:-	የኮከ ስላ መረጃ ተቆጣጣሪዎ...	የኮከ ስላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Peru	Coca-Cola Servicios de Peru S.A.	Post: 4050 Republica de Panama Avenue – Surquillo - Lima - Attn: Data personal compliance officer	Agency of Access to Public Information
Philippines	Coca-Cola Far East Ltd. (Philippines Regional Operating Headquarters)	mbernardino@coca-cola.com Data Privacy Officer	National Privacy Commission 5th Floor Delegation Building, PICC Complex, Roxas Boulevard, Manila. Email: info@privacy.gov.ph Website: www.privacy.gov.ph
Poland	Coca-Cola Poland Services Sp. z o. o.	Email: dpo-europe@coca-cola.com Post: ul. Prosta 67 00-838 Warszawa, Poland	Personal Data Protection Office - Urząd Ochrony Danych Osobowych Address: ul. Stawki 2, 00-193 Warsaw Telephone: 48 22 531 03 00 Email: kancelaria@uodo.gov.pl dwme@uodo.gov.pl Website: https://uodo.gov.pl/
Portugal	Sociedade de Serviços para Bebidas em Portugal, Unipessoal Lda.	Email: dpo-europe@coca-cola.com Post: Rua Afonso Praça, 30, 7º e 8º pisos, 1495-061 ALGÉS Lisboa, PORTUGAL	Portuguese Data Protection Authority (CNPD) - Comissão Nacional de Proteção de Dados - CNPD Address: Av. D. Carlos I, 134, 1º, 1200-651 Lisboa Telephone: 351 21 392 84 00 / Fax +351 21 397 68 32 Email: geral@cnpd.pt Website: http://www.cnpd.pt/
Puerto Rico	The Coca-Cola Company - Puerto Rico Branch	Email: privacy@coca-cola.com	
Romania	Coca-Cola Romania S.R.L.	Email: dpo-europe@coca-cola.com Post: Sos.Bucuresti-Ploiesti no.1A , Imobil A1 , 2nd Floor, Bucharest, 013681, Romania	The National Supervisory Authority for Personal Data Processing – Autoritatea Națională de Supraveghere a Prelucrării Datelor cu Caracter Personal Address: B-dul Magheru 28-30, Sector 1 BUCUREȘTI Telephone: 40 31 805 9211 / Fax +40 31 805 9602 Email: anspdcp@dataprotection.ro Website: http://www.dataprotection.ro/

ለስራ ካመለከቱ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Serbia	Barlan S&M d.o.o. Allied Beverages Adriatic d.o.o	Email: dpo-europe@coca-cola.com Post: Batajnicketi drum 18, 11080 Belgrade, 110810 Belgrade, Serbia	Commissioner for Information of Public Importance and Personal Data Protection Address: 15 Bulevar kralja Aleksandra street, Belgrade 11120 Office outside the Commissioner's head office 21 Vojvode Šupljikca street, Novi Sad 21101 Tel: +381 11 3408 900 / Fax: +381 11 3343 379 Email: office@poverenik.rs Website: https://www.poverenik.rs/en/
Singapore	Pacific Refreshments Pte Ltd Coca-Cola Asia Pacific Pte Ltd	pjtan@coca-cola.com Data Privacy Officer	PDPC PDPA Overview Personal Data Protection Commission Singapore
Slovakia	Coca-Cola Slovakia s.r.o.	Email: dpo-europe@coca-cola.com Post: 830 06 Bratislava 36, Tuhovska 1, Slovakia	The Office for Personal Data Protection of the Slovak Republic (Úrad na ochranu osobných údajov) (the "Office") Hraničná 12 820 07 Bratislava 27 Slovakia Telephone: +421/2/32313214 Email: statny.dozor@pdp.gov.sk Website: www.dataprotection.gov.sk
South Africa	Coca-Cola Africa (Proprietary) Limited	Post: Building 1, 116 Oxford Road, Houghton Estate, Johannesburg, 2198	Information Regulator South Africa https://inforegulator.org.za/about/ Address: JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001. Phone: 010 023 5200 Email: enquiries@inforegulator.org.za Website: www.inforegulator.org.za
South Korea	Coca-Cola Korea Co., Ltd. 한국코카콜라유한회사	18th floor, Heungkuk Life Insurance Building, 68 Saemunan-ro, Jongno-gu, Seoul (110- 786) cocolajourneykorea@gmail.com	Personal Information Protection Commission Website: PIPC, Korea

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Spain	Compañía de Servicios de Bebidas Refrescantes S.L.	Email: dpo-europe@coca-cola.com Post: Calle Ribera del Loira 20-22, 28042 Madrid, Spain	Agencia Española de Protección de Datos (the "AEPD") C/Jorge Juan, 6 28001 Madrid, Spain Telephone: +34 900 293 183/ +34 900 293 621 Website: www.aepd.es
Sri Lanka	Coca-Cola Beverages Sri Lanka Ltd	Coca-Cola Beverages Sri Lanka Ltd, Thekkawatte, Biyagama, Sri Lanka.	
Sweden	Coca-Cola AB	Email: dpo-europe@coca-cola.com Post: Dryckesvagen 2C, 13650 Haninge, Sweden	Swedish Authority for Privacy Protection - Integritetsskyddsmyndigheten (IMY) Address: Drottninggatan 29 5th Floor, Box 8114, 104 20 Stockholm Telephone: 46 8 657 6100 / Fax +46 8 652 8652 Email: imy@imy.se Website: http://www.imy.se/
Switzerland	Coca-Cola Schweiz GmbH Valser Mineralquellen GmbH	Email: dpo-europe@coca-cola.com Post: Thurgauerstrasse 132/134, Glattpark (Opfikon), 8152, Switzerland	Federal Data Protection and Information Commissioner (FDPIC) - Office of the Federal Data Protection and Information Commissioner FDPIC Address: Feldeggweg 1 CH - 3003 Berne Tel: +41 (0)58 462 43 95 / Fax: +41 (0)58 465 99 96 Website: https://www.edoeb.admin.ch/edoeb/en/home.html
Taiwan	Coca-Cola China Limited Taiwan Branch	Email: tedchang@coca-cola.com 14F.-2, 88 DunHua N. Rd., Songshan District, Taipei City, Taiwan	
Tanzania	Beverage Services Tanzania Limited	Post: Plot No. 370, 1st Floor, Oyster Pearl Galleria, Chole Street off Toure Drive Road, Oyster Bay/Peninsula Dar es Salaam, Tanzania	Not Operational

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Thailand	Coca-Cola (Thailand) Ltd.	Email: privacythailand@coca-cola.com	Thailand Personal Data Protection Commission Ministry of Digital Economy and Society Address: No. 120, Moo 3, The Government Complex, Tower B, Changwattana Road, Lak Si, Bangkok, Thailand, Bangkok Tel: 662-142-1033, 662-141-6993 Email: pdpc@mdes.go.th Website: https://www.mdes.go.th/mission/82
Trinidad / Tobago	Caribbean Service Company Ltd. – Trinidad	BHP Billiton Building, 2nd. floor Invaders Bay- Audrey Jeffers Highway, Port of Spain, Trinidad	
Tunisia	Beverage Services Tunisia S.A.R.L.	Post: Rue du Lac Loch Ness, Immeuble les Arcades, Tour C, 1053 Les Berges du Lac, Tunis, Tunisia.	INPDP https://www.inpdp.tn/contact.html
Uganda	Allied Beverages Company Limited	Post: UAP Nakawa Business Park 3-5 Old Port Bell Road P.O. Box 21207 Kampala, Uganda	Personal Data Protection Office info@pdpo.go.ug +256 417 801 008 +256 417 801 009 +256 417 801 011
Ukraine	Coca-Cola Ukraine Ltd	139 Velyka Vasylykivska Street, 13 floor, Kyiv, 03150, Ukraine	TBC
United Arab Emirates	The Coca-Cola Export Corporation, Dubai Branch	Email: privacy@coca-cola.com Post: Office Park Building, Block B, Fourth Floor, Knowledge Village, Dubai, United Arab Emirates P.O. Box: 501738	
Uzbekistan	Reps office in Uzbekistan "CocaCola Meşrubat Pazarlama Danışmanlık Sanayi ve Ticaret A.Ş."	Nargiza Albekova nalbekova@coca-cola.com	

ለስራ ካሙኒቲ:-	የከካ ኮላ መረጃ ተቆጣጣሪዎ...	የከካ ኮላ መገኛ አድራሻ	የተቆጣጣሪ መገኛ አድራሻ (አስፈላጊ ከሆነ)
Vietnam	The Representative Office of Coca-Cola Southeast Asia, Inc. In Ho Chi Minh City	Email: privacy@coca-cola.com	The Ministry of Public Security – Department of Cybersecurity and High-tech Crime Prevention and Control Address: No. 44 Yet Kieu Street, Hoan Kiem District, Hanoi City, Vietnam. Tel: (+84) 069 234 3647 - 069 234 1165 Website: Ministry of Public Security Portal (bocongan.gov.vn)
Zimbabwe	Coca-Cola Central Africa (Private) Limited	Post: 127 Harare Drive, Mt Pleasant, Harare, Zimbabwe	Postal and Telecommunications Regulatory Authority of Zimbabwe 1008 Performance Close Mt Pleasant Business Park P.O. Box MP843 Mount Pleasant Harare, Zimbabwe Tel.: +263 242 333032 Website: http://www.potraz.gov.zw