

Job Applicant Personal Information Collection Statement

In applying to join Swire Coca-Cola Limited, you will be providing us with certain personal data about yourself. Swire Coca-Cola Limited respects and safeguards the privacy of all applicants. This Job Applicant Personal Information Collection Statement (this **Privacy Statement**) sets out the key principles regarding how the personal data of our applicants will be managed and is made in accordance with the requirements of Personal Data (Privacy) Ordinance (PD(P)O) of Hong Kong and the Privacy Policy of Swire Coca-Cola Limited.

The most current version will be available on our website:

<https://www.swirecocola.com/en/Others/Privacy-Policies.html>

Your personal data is processed by Swire Coca-Cola Limited, and its subsidiary offices, (**Swire Coca-Cola Limited, SCCL, Swire Coca-Cola Hong Kong, SCCHK, We, Our, Us or the Company** and each of them a **Swire Coca-Cola entity**). Generally, the Swire Coca-Cola entity or branch you apply to will be the data controller of that personal data. You will be required to submit your personal information as an applicant for any job openings under SCCL.

1 Personal data we collect

1.1 As part of your recruitment process, we may collect the following personal data about you (whether such information is provided by you or a third party):

- (a) your contact details, CV or résumé, application form details, national insurance or other identification number, and your visa, qualification certificates, training certificates, licenses, passport or permission to work documentation, current remuneration information, references from former employer(s); and
- (b) if permitted by law health details (via you or our occupational health assessor, limited to a declaration of fitness to work);
- (c) insofar as permitted by law, information relating to 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) that we undertake to assess your suitability for the position applied for, and
- (d) materials produced during the course of the recruitment processing, including any video and presentations you provide us for the purposes of a recruitment assessment, any contemporaneous interview notes (whether made by you or the interviewer, about you), and any test results and assessment data collected.

1.2 We may obtain your personal data from you or from third parties such as our business partners, employment agencies, past employers, educational or sporting institutions, credit reference and anti-fraud agencies, other background check

agencies/organisations, sanctions and politically exposed person screening lists or public registers.

1.3 If you are a former employee of Swire Coca-Cola Limited, you agree to us using any available employment-related records held by Swire Coca-Cola Limited for the purpose of processing your application for employment.

1.4 If you are taken on to work at Swire Coca-Cola Limited, we will collect other personal data in accordance with our internal Employee Personal Information Collection Statement.

2 Why we collect and how we process and use your personal data

2.1 Your personal data will be collected, used and/or processed for the purposes of

(a) assessing your suitability for the advertised role or other potential vacancies within Swire Coca-Cola Limited.

(b) preparing for the on-boarding, such as employment visa application, reference checking and employment contract preparation.

(c) complying with our legal obligations, such as assisting with proceedings or investigations as required by public authorities, law enforcement agencies and regulators in Hong Kong.

2.2 We shortlist applicants using a manual selection process, considering appropriate experience and skills for the job.

2.3 We process your personal data to assess your application and pursuant to laws to which the hiring company is subject (e.g. in relation to equal opportunities). This processing is a necessary pre-condition of entering into any future contract with you, should your application be successful.). If you are unable to provide us with the information requested, we may be unable to assess your appropriateness for the job applied for, or to communicate with you, or offer you a role.

2.4 If a job applicant is successful in securing a job with us and once an employment contract has been entered into, the Personal Data of that individual will be processed in accordance with the Employee Personal Information Collection Statement. Data collected during the recruitment process may be transferred and used for the purposes described in the Employee Personal Information Collection Statement.

3 Who we share your personal data with and sending your personal data overseas

3.1 We will permit our third-party service providers, including agents, contractors and other Swire Coca-Cola companies, to use your Personal Data on our behalf for the purposes set out in section 2. We may also use service providers and agents in the administration of the recruitment and selection process. Where reasonably necessary

or required to do so, we may disclose your personal data to third parties in relation to law enforcement or regulatory investigations and for the purpose of conducting any pre-employment checks or calculations.

3.2 It may be required for us to provide details about your application to other Swire Coca-Cola Limited entities and branches for the purposes of your selection and these entities and branches may be situated outside of Hong Kong. When we do so, we will ensure that your consent is obtained, with an appropriate level of protection is given to the personal data.

4 Retention Period

4.1 We keep records of your data for no longer than is necessary for the purpose for which we obtained them and any other permitted linked purposes.

4.2 If your application is unsuccessful, we will keep your details on file for as long as is necessary to process your application or for the purposes of further job opportunities if you agree to such longer periods. Deletion of files may be suspended where required by law or to defend ourselves if we consider a complaint or dispute to be likely or until the position is filled.

5 Your rights

5.1 You have the right (subject to various exceptions and in accordance with data protection legislation in your country) to access certain Personal Data held about you and correct any inaccuracies. We may charge a reasonable fee for the processing of any data access request in accordance with data protection legislation in your country. You also have the right to raise a complaint about our processing with the data protection regulator in your jurisdiction.

6 Contacting us

6.1 If you or other authorized subjects have any questions about how Swire Coca-Cola collects, processes or retains the personal data we collect, or if you have any queries regarding the matters in this Personal Data Collection Statement, please contact:

Data Privacy Protection Office

Email: dppo@hk.swirecocacola.com

Address: 33/F Dorset House, Taikoo Place, 979 King's Road, Hong Kong