

业务代表隐私通知 Privacy Notice for Business Representatives

可口可乐公司及其关联公司（以下简称“我们”）充分尊重个人隐私，保障个人信息主体在适用法律法规下享有的各项权利。本《业务代表隐私通知》（以下简称“《通知》”）旨在说明我们如何收集和处理中国境内的客户、供应商与合作伙伴的业务代表（以下简称“业务代表”或“您”）的个人信息，以及业务代表所享有的个人信息主体权利。

The Coca-Cola Company and its affiliates (hereinafter referred to as “we” or “us”) fully respect the privacy of individuals and protect all rights that personal information subjects have under applicable laws and regulations. This Privacy Notice for Business Representatives (hereinafter referred to as the “Notice”) is to explain how we collect and process personal information of business contacts of customers, suppliers, and partners (hereinafter referred to as “business representatives” or “you”) in China, as well as the personal information subject rights that business representatives have.

一、我们为什么收集和處理您的个人信息？

I. Why we collect and process your personal information?

在与您沟通、合作和互动过程中，根据具体场景的需要，我们可能会收集和處理您的个人信息，以实现下列目的：

In the course of communicating, cooperating and interacting with you, we may collect and process your personal information to achieve the following purposes, depending on the needs of specific scenarios:

- 进行联系。我们需要与我们的客户、供应商以及合作伙伴保持沟通，以推动双方之间的业务合作。
Contact. We need to communicate with our customers, suppliers, and partners to facilitate business cooperation between the parties.
- 建立合作关系、开展业务往来活动。我们需要您的个人信息以便与客户、供应商以及合作伙伴确立业务关系，执行和落实合作方案。
Establish cooperative relationships and conduct business transactions. We need your personal information to establish business relationships with customers, suppliers, and partners, and to implement and carry out cooperation programs.

二、我们收集和處理您的哪些个人信息？

II. What personal information do we collect and process about you?

出于上述目的，我们可能会根据具体场景的需要，收集和處理您的下列个人信息：

For the above purposes, we may collect and process the following personal information of you based on the needs of specific scenarios:

- 个人基本资料：姓名、手机号或办公电话、公司电子邮件地址；
Basic personal information: name, mobile or work phone number, business e-mail address;
- 个人工作信息：公司名称、工作地址、职位。
Personal work information: name of company, work location, position.

我们可能对您的上述个人信息进行存储、使用、加工、提供和删除等处理活动。

We may carry out processing activities regarding your personal information described above, including storage, use, processing, provision and deletion.

请注意，如果您向我们提供了其他人的个人信息，您确认您有权这样做，并有权允许我们按本《通知》处理该等信息。

Please note that if you provide personal information of another individual to us, you confirm that you have the authority to do so and to permit us to process the information as described in this Notice.

三、我们如何存储您的个人信息？

III. How do we store your personal information?

我们仅在适用法律法规所允许的期限以及实现上文所述目的所需的最短期限内存储您的个人信息。我们将采取适当且可行的技术和管理措施，保障个人信息在存储过程中的安全。当您所在的公司不再与我们开展业务合作，或您不再担任业务代表后，您的个人信息将被及时删除或进行匿名化处理，除非适用法律法规允许我们将您的个人信息保存更长时间。

We will only store your personal information for the period permitted by applicable laws and regulations and for the shortest period necessary to fulfill the purposes described above. We will take appropriate and feasible technical and management measures to safeguard the security of personal information during storage. When the company where you work no longer engages in business cooperation with us or you no longer act as the business representative, your personal information will be deleted or anonymized in time, unless applicable laws and regulations allow us to store your personal information for a longer period of time.

四、跨境传输您的个人信息

IV. Cross-border transfer of your personal information

可口可乐是一家跨国企业，其业务范围遍布全球。为了统一管理对外业务往来、实现上文所述目的，我们可能需要将您的部分个人信息跨境（例如，【姓名、手机号或者办公电话、公司电子邮件地址】）传输至可口可乐公司（The Coca-Cola Company，位于美国乔治亚州亚特兰大市可口可乐大楼）。

Coca-Cola is a multinational corporation and has business around the world. In order to uniformly manage external business and for the purposes described above, we may need to transfer some of your personal information (e.g., [name, mobile or work phone number, business e-mail address]) to The Coca-Cola Company (located at One Coca-Cola Plaza, Atlanta, Georgia, U.S.A.).

我们将严格遵循中国在数据出境领域的监管要求，按照适用的数据跨境传输机制将您的个人信息传输至中国境外。我们将采取必要措施，保障境外接收方处理个人信息的活动达到中国法律规定的个人信息保护标准。

We will strictly follow the regulatory requirements of China in cross-border data transfer and transfer your personal information outside of China in accordance with the applicable data transfer mechanism. We will take necessary measures to ensure that overseas recipient's personal information processing activities meet the personal information protection standards required by the Chinese laws.

五、向第三方提供您的个人信息

V. Provision of your information to third parties

为了实现上文所述目的，我们可能需要将您的上述个人信息提供给我们的关联公司、商业合作伙伴和服务提供商（如思爱普 SAP、DocuSign 等）。该等实体可能对您的相关个人信息进行存储、使用、加工、提供和删除等处理活动。

To fulfill the purposes described above, we may need to provide your personal information described above to our affiliates, business partners and service providers (such as SAP, DocuSign). These entities may carry out processing activities regarding your relevant personal information, including storage, use, processing, provision and deletion.

如果我们因合并、分立、解散、被宣告破产等原因需要转移您的个人信息，我们会向您告知接收方的名称和联系方式。我们将确保接收方继续履行个人信息保护的相关义务。

If we need to transfer your personal information due to merger, division, dissolution, declaration of bankruptcy, etc., we will inform you the recipient's name and contact information. We will ensure that the recipient continues to fulfill its obligations related to the protection of personal information.

六、您享有的个人信息主体权利

VI. Personal information subject rights that you have

您享有适用法律法规所规定的个人信息主体权利，包括知情权、决定权、查阅复制权、删除权，更正、补充个人信息的权利，将个人信息转移至其他个人信息处理者的权利，以及限制或者拒绝我们对您个人信息进行处理的权利。

You have the personal information subject rights as provided in applicable laws and regulations, including the right to be informed, right to decide, right to access and have a copy, right to delete, right to correct and supplement personal information, right to transfer personal information to other personal information processing entities, as well as the right to restrict or refuse the processing of your personal information carried out by us.

如果您希望行使您在适用法律法规下享有的权利，包括在个人信息跨境传输场景下向境外接收方行使您的权利，请参见“如何联系我们”章节联系我们。

If you seek to exercise your rights under applicable laws and regulations, including exercising your rights against the overseas recipient in the scenario of cross-border transfer of personal information, please refer to the section “How to contact us” to contact us.

七、如何联系我们

VII. How to contact us

如果您对上述内容有任何疑问，或您希望行使您在适用法律法规下享有的权利，包括在个人信息跨境传输场景下向境外接收方行使您的权利，请联系 privacy@coca-cola.com。我们在中国的办公地址是上海闵行区紫竹科学园区紫月路 1188 号。

If you have any questions concerning the above information, or if you seek to exercise your rights under applicable laws and regulations, including exercising your rights against the overseas recipient in the scenario of cross-border transfer of personal information, please contact privacy@coca-cola.com. Our China office address is No.1188, Ziyue Road, Zizhu High-Tech Park, Minhang District, Shanghai.

确认函

Letter of Confirmation

本人，_____（姓名），确认已阅读并接受《业务代表隐私通知》的全部内容。

I, _____ (Name), hereby confirm that I have read and accepted all clauses of the Privacy Notice for Business Representatives.

签名 Signature:

职务 Position:

公司名称 Name of the Company:

日期 Date: