



Coca-Cola

Beverages
Africa

Vendor Privacy Notice



Coca-Cola Beverages Africa Proprietary Limited (“CCBA”) is committed to protecting your privacy and ensuring that your personal information is processed lawfully. Reference to CCBA includes its affiliates, controlled subsidiaries and entities in which it either owns a majority interest or manages operations. We may amend this Privacy Notice (“Notice”) from time to time.

This (“Notice”) sets out:

- Who we are
- What personal information we collect
- How we use your personal information
- To whom we may disclose your personal information to
- How we safeguard your personal information
- How long we retain your personal information for
- Your rights in relation to your personal information
- How to contact us

WHO WE ARE

CCBA is the 8th largest Coca-Cola bottling partner worldwide and the biggest on the African continent. CCBA serves 14 countries in Africa including: The Republic of South Africa, the Kingdom of Eswatini, the Kingdom of Lesotho, , the Republic of Kenya, the Federal Democratic Republic of Ethiopia, the Republic of Mozambique, the United Republic of Tanzania, the Republic of Uganda, the Republic of Namibia, the Department of Mayotte, the Union of the Comoros, the Republic of Botswana, the Republic of Zambia and the Republic of Malawi.

When we process information in relationship to you as a vendor or supplier, we will be a “responsible party” or “data controller”. We are responsible for deciding how we will collect and use your personal information.

WHAT PERSONAL INFORMATION WE COLLECT

Firstly, personal information is any information that can be used to identify you.

We may collect and process the following personal information:

- Contact details: name, business address, phone number and country of residence.
- Professional details: Job title, company name, business registration number, tax number and relevant qualifications and certifications.
- Banking and payment information: Bank account details, payment history , and invoicing records.
- Contractual and transactional data: purchase order, delivery records, signed agreements, and correspondence related to business dealings.
- Site access and security logs: visitor logs, access credentials, and CCTV footage (where applicable)
- Compliance and due diligence data: Background checks, BBBE status, and other regulatory disclosures.
- Vendor onboarding information: supplier registration forms, vendor master data, authorised signatory details and supporting documents.



- Tax and financial compliance information: VAT registration details, tax clearance or tax status information, withholding tax information, payment terms and credit checks where applicable.
- Ethics and anti-bribery information: conflict of interest declarations, sanctions screening results, politically exposed person checks, gifts and hospitality declarations, and anti-bribery due diligence information.
- Insurance, health and safety, and operational compliance records: licenses, permits, insurance certificates, safety records, induction records and site compliance documents.
- System and IT access data: usernames, access logs, device information, IP addresses, authentication records and activity logs where vendors access CCBA systems.
- Communication and relationship management records: emails, meeting notes, call records, complaints, queries, service delivery records, audit findings, quality assessments, dispute records and contract management notes.
- Special categories of personal information: where permitted by law and necessary for a specific purpose, such as health or disability information for site access, safety or accommodation purposes.
- Criminal record information: *where permitted by law and necessary for screening, security, site access or compliance purposes.*

HOW WE USE YOUR PERSONAL INFORMATION

We may process personal information collected from vendors, suppliers and other business partners for the following purposes:

- To manage our commercial relationship;
- To process payments and maintain financial records;
- To conduct due diligence and compliance checks;
- To facilitate access to our premises or systems
- To maintain accurate and up-to-date records.

We use your personal information for the purposes for which we collect it and in compliance with applicable law.

TO WHOM WE MAY DISCLOSE YOUR PERSONAL INFORMATION TO

CCBA may share your personal information, where necessary, with:

- The CCBA group of companies;
- Third parties contracted by CCBA;
- Relevant authorities, to the extent required by law, regulation or court order.
- Acquirers, successors, or assignees of CCBA as part of any merger, acquisition, debt financing, sale of assets, or similar transactions.

We only share the minimum amount of personal information necessary.

HOW WE SAFEGUARD YOUR PERSONAL INFORMATION

We take appropriate technical and organisational measures to ensure that the personal information in our possession, or under our control, is secure and protected against unauthorised or unlawful access, use, acquisition, disclosure, interference, modification, accidental loss, destruction, disclosure or damage.



We impose security, privacy and confidentiality obligations on our third parties to ensure that they process personal information appropriately.

As we are an international organisation, we may need to transfer your personal information to another country depending on where you reside. We will ensure that personal information transferred is done in accordance with applicable data protection laws and / or under appropriate agreements.

HOW LONG WE RETAIN YOUR PERSONAL INFORMATION FOR

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including legal, regulatory, and operational requirements.

YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Depending on where you reside, your rights may include:

- The right to be informed about how we process your personal information and your rights in respect thereof.
- The right to access the personal information that we hold about you.
- The right to request that we correct, update, destroy or delete any of your personal information.
- The right to object on reasonable grounds, and the right to request that we restrict our processing of your personal information.
- The right to access your personal information held by us,
- The right not to be subject to a decision which is based solely on automated processing, and which produces legal or other significant effects on you; and
- The right to lodge a complaint with the relevant data protection authority if you think that any of your rights have been infringed upon by us.

You can exercise your rights by emailing privacyoffice@ccbagroup.com. We may need to request more information from you to help us assist you in exercising your rights

HOW TO CONTACT US

Please address your questions, comments and/or requests to privacyoffice@ccbagroup.com.