



## PRIVACY NOTICE CONCERNING THE PROCESSING OF PERSONAL DATA OF SUPPLIERS' REPRESENTATIVES

Effective as of May 25, 2018

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### 1. WHO WE ARE

**Asahi CE & Europe Services s.r.o.** (hereinafter “**Asahi**”, “**we**”, “**us**” or similar) is a private limited liability company, incorporated under the laws of the Czech Republic, whose registered office is at Ovocný Trh 1096/8, Staré Město, 110 00 Praha 1, Czech Republic, ID Number: 056 29 152, registered with the Commercial Register kept by the Municipal Court in Prague, Section C, Insert 267 700, VAT number CZ05629152, subsidiary of **Asahi Breweries Europe Limited**.

We collect and process several categories of personal data from the employees of our corporate suppliers (hereinafter “**you**”), given the fact that they represent such the corporate suppliers in the relation with us, which, in compliance with European Union data protection law, makes us a data controller for such data. In this notice we refer to “supplier personal data” as describing the personal data of any such employees of the corporate suppliers.

We take your privacy extremely seriously and this notice of personal data processing describes our policies and practices regarding our collection and use of your personal data – such as what data we collect, why we collect it, and what we do with it, and sets forth your privacy rights.

**Please read this Privacy Notice carefully to understand how we handle your personal information.**

### 2. PERSONAL DATA WE PROCESS

We collect and use your name, surname, employer, department, job title, business email address, business telephone number, contents of emails exchanged with our employees, CCTV footage.



We collect and use your personal data in the normal course of performing our contract with the supplier you represent in working with us. Your data is collected and used by us as a normal part of the supplier selection process (for example when you act as the representative submitting an offer or filling in details of the company in our contracts management system Ariba), communicating with suppliers (either you send us an email or we send one to you), processing of purchase orders, making payments to the supplier you work for, sending post mail to you as a representative of the supplier, keeping our contact details database, and not least you may be caught in video footage if you visit our premises.

Your personal data may be collected in a number of ways:

- directly from you (whether in writing or verbally);
- generated by us in conversations, correspondence, etc.;
- from your employer that is a supplier for us, when you are indicated as a contact person.

We only process your personal data where:

- our use of your personal data is necessary for the performance of our obligations under our contract with suppliers; or
- our use of your personal data is necessary for complying with our legal obligations; or
- where neither of the above applies, it is necessary for our legitimate interests or the legitimate interests of a third party.

### **3. RETENTION PERIOD**

Your personal data will be retained as long as necessary to achieve the purpose for which it was collected, which we consider to be the duration of any contractual relationship with the supplier you work for plus 10 years.

### **4. HOW WE SHARE INFORMATION**

We will disclose your personal data only for the purposes and to those third parties, as described below. We will take appropriate steps to ensure that your personal data are processed, secured, and transferred according to applicable law.

#### **4.1. Disclosure to Asahi group companies**

Your personal information may be shared with any company that is a member of our group, which includes our ultimate parent company based in Japan, where we consider that it is in our legitimate interests to do so for internal administrative purposes (e.g. storage of data, CRM), or for auditing and monitoring of our internal processes.



We may also share your personal information with our group companies where they provide products and services to us, such as information technology systems.

#### **4.2. Disclosure to third parties**

We will share the strictly necessary parts of your personal data, on a need-to-know basis with the following categories of third parties:

- (a) companies that provide products and services to us (processors), such as information technology systems suppliers and support, including supplier management software, enterprise resource planning, email archiving, telecommunication suppliers, back-up and disaster recovery and cyber security services.
- (b) other parties such as public authorities and institutions, accountants, auditors, lawyers and other outside professional advisors, where their activity requires such knowledge or where we are required by law to make such a disclosure.

We will also disclose your personal information to third parties:

- (a) If you request or authorise so;
- (b) to persons demonstrating legal authority to act on your behalf;
- (c) where it is in our legitimate interests to do so to run, grow and develop our business:
  - (i) if we sell any business or assets related to the contract with the supplier that employs you, we may disclose your personal information to the prospective buyer of such business or assets, in order to ensure that the activity continues as a going concern;
  - (ii) if Asahi or substantially all of its assets are acquired by a third party, in which case personal information held by Asahi will automatically be one of the transferred assets;
- (d) if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, any lawful request from government officials and as may be required to meet national security or law enforcement requirements or prevent illegal activity;
- (e) to respond to any claims, to protect our rights or the rights of a third party, to protect the safety of any person or to prevent any illegal activity; or
- (f) to protect the rights, property or safety of Asahi, our employees, customers, suppliers or other persons. This might be the case, for example, if CCTV footage showing you is needed as proof for a situation involving another person.



Some of these recipients (including our affiliates) may use your data in countries which are outside of the European Economic Area. Please see Section 5 below for more detail on this aspect.

#### **4.3. Restrictions on use of personal information by recipients**

Any third parties with whom we choose to share your personal information pursuant to the above are limited (by law and by contract) in their ability to use your personal information for the specific purposes identified by us. We will always ensure that any third parties with whom we choose to share your personal information are subject to privacy and security obligations consistent with this Privacy Notice and applicable laws. However, for the avoidance of doubt this cannot be applicable where the disclosure is not our decision.

Save as expressly detailed above, we will never share, sell or rent any of your personal information to any third party without notifying you.

### **5. TRANSFERS OF INFORMATION OUTSIDE OF THE EUROPEAN UNION**

The personal information may be processed by staff operating outside the EEA working for us, other members of our group or third party data processors for the purposes mentioned above.

If we provide any personal information about you to any such non-EEA members of our group or third party data processors, we will take appropriate measures to ensure that the recipient protects your personal information adequately in accordance with this Privacy Notice. These measures include:

- in the case of US based service providers, entering into European Commission approved standard contractual arrangements with them, or ensuring they have signed up to the EU-US Privacy Shield (see further <https://www.privacyshield.gov/welcome>); or
- in the case of service providers based in other countries outside the EEA (including Japan), entering into European Commission approved standard contractual arrangements with them.

Further details on the steps we take to protect your personal information in these cases is available from us on request by contacting us (see section 9 pod) at any time.

### **6. YOUR RIGHTS**

As a data subject you have specific legal rights relating to the personal data we collect from you. Asahi will respect your individual rights and will deal with your concerns adequately.

- (a) **Right to access:** You may ask from us information regarding personal data that we hold about you, including information as to which categories of personal data we have

in our possession or control, what they are being used for, where we collected them, if not from you directly, and to whom they have been disclosed, if applicable.

We will provide you with a copy of your personal data upon request. If you request further copies of your personal data, then we can charge you with a reasonable fee that we base on the administrative costs.

You have the right to the information about our safeguards for the transfer of your personal data to a country that is outside the EU and the EEA if you request that we confirm whether or not we process your personal data, and we transfer your personal data to a country that is outside the EU and the EEA.

- (b) **Right to rectification:** You may obtain from us rectification of personal data concerning you. We make reasonable efforts to keep personal data in our possession or control which are used on an ongoing basis, accurate, complete, current and relevant, based on the most recent information available to us. In appropriate cases, we provide self-service internet portals where users have the possibility to review and rectify their personal data.
- (c) **Right to restriction:** You may obtain from us restriction of processing of your personal data, if:
- you contest the accuracy of your personal data, for the period we need to verify the accuracy,
  - the processing is unlawful and you request the restriction of processing rather than erasure of your personal data,
  - we do no longer need your personal data but you require them for the establishment, exercise or defense of legal claims, or
  - you object to the processing while we verify whether our legitimate grounds override yours.
- (d) **Right to erasure:** You have the right to request that we delete the personal data we process about you. We must comply with this request if we process your personal data, unless the data is necessary:
- for exercising the right of freedom of expression and information;
  - for compliance with a legal obligation that binds us;
  - for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes; or
  - for the establishment, exercise or defence of legal claims.

- (e) **Right to object:** You may object – at any time – to the processing of your personal data due to your particular situation, provided that the processing is not based on your consent but on our legitimate interests or those of a third party. In this event we shall no longer process your personal data, unless we can demonstrate compelling legitimate grounds and an overriding interest for the processing or for the establishment, exercise or defense of legal claims. If you object to the processing, please specify whether you also wish the erasure of your personal data, otherwise we will only restrict it.
- (f) **Right to lodge a complaint:** You can lodge a complaint to the data protection supervisory authority:

Name: **Office for Personal Data Protection**  
Address: Pplk. Sochora 27, 170 00 Praha 7, Czech Republic  
Telephone: +420 234 665 111  
Fax: +420 234 665 444  
Email: [posta@uouu.cz](mailto:posta@uouu.cz)

**Please note:**

- **Time period:** We will try to fulfil your request within 15 days. As of 25 May 2018 the period is 30 days and it may be extended due to specific reasons relating to the specific legal right or the complexity of your request. In all cases, if this period is extended, we will inform you about the term of extension and the reasons that led to it.
- **Restriction of access:** In certain situations we may not be able to give you access to all or some of your personal data due to statutory provisions. If we deny your request for access, we will advise you of the reason for the refusal.
- **No identification:** In some cases, we may not be able to look up your personal data due to the identifiers you provide in your request. In such cases, where we cannot identify you as a data subject, we are not able to comply with your request to execute your legal rights as described in this section, unless you provide additional information enabling your identification. We will inform you and give you the opportunity to provide such additional details.
- **Exercise your legal rights:** In order to exercise your legal rights, please contact us in writing (including electronically) at the contact details provided in section 9 pod.

## 7. SECURITY

Asahi is committed to protecting personal information from loss, misuse, disclosure, alteration, unavailability, unauthorised access and destruction and takes all reasonable precautions to safeguard the confidentiality of personal information, including through use of appropriate



organisational and technical measures. Organisational measures include physical access controls to our premises, staff training and locking physical files in filing cabinets. Technical measures include use of encryption, passwords for access to our systems and use of anti-virus software.

In the course of provision of your personal data to us, your personal information may be transferred over the internet. Although we make every effort to protect the personal information which you provide to us, the transmission of information between you and us over the internet is not completely secure. As such, we cannot guarantee the security of your personal information transmitted to us over the internet and that any such transmission is at your own risk. Once we have received your personal information, we will use strict procedures and security features to prevent unauthorised access to it.

## **8. CHANGES TO OUR PRIVACY NOTICE**

We reserve the right, at our discretion, to modify our privacy practices and update and make changes to this privacy notice at any time. For this reason, we encourage you to refer to this privacy notice on an ongoing basis. This privacy notice is current as of the date which appears at the top of the document. We will treat your personal data in a manner consistent with the privacy notice under which they were collected, unless we have your consent to treat them differently.

## **9. CONTACT INFORMATION**

Please direct your questions regarding the subject matter of data protection and any requests in the exercise of your legal rights to the Legal Department of the company at following contact details:

Asahi CE & Europe Services s.r.o., Ovocný Trh 1096/8, 110 00 Praha 1, Czech Republic.  
e-mail: [personaldataprotection@eu.asahibeer.com](mailto:personaldataprotection@eu.asahibeer.com)

We will investigate and attempt to resolve any request or complaint regarding the use or disclosure of your personal information.

If you are not satisfied with our reply, you may also make a complaint to the Supervisory Authority for Processing of Personal Data. You can find further information about the process at <https://www.uoou.cz/en/>.

## **10. PRIVACY POLICY**

You can find more detailed information on the processing of your personal data in our Privacy Policy, available from May 25, 2018 at Asahi's [www.asahibreweries.eu/gdpr](http://www.asahibreweries.eu/gdpr) or otherwise communicated to you.