

## PERSONAL DATA PROCESSING – PRIVACY POLICY (ART. 13 REG. (UE) 2016/679)

The processing of personal data of the people involved in internal reports (reporting person, vis-à-vis facilitators, individuals mentioned in the internal reports as people the reported breach was referred to or as people nevertheless implied in the reported breach) shall be carried out by Cclera Srl, with registered office in 30175 – Venezia Marghera in via delle industrie 27/7 P.IVA 04416770271, in the quality of personal data processor, pursuant to EU Regulation 2016/679 (following referred to as “the Regulation”) and to the applicable law in the matter of personal data protection and, especially, in accordance with the principles expressed in the articles 5 and 25 of the Regulation.

### PERSONAL DATA PROCESSOR

The Processor may share personal data regarding the reports (if specified in the report) with other companies of the Arsenalia GBMH group, though a joint controlling agreement. In any case, an adequate level of protection is granted by third parties that may process data on behalf of the personal data controller.

### PROCESSING OF PERSONAL DATA

In particular, with reference to internal reports, specific categories of personal data may be processed (art. 9 GDPR), even those regarding criminal convictions and offences (art. 10 GDPR) of the Reporting Person and/or the people involved in the report. Personal data that are not strictly necessary for the processing of a specific internal report shall not be collected and, in case of accidental collection, shall be immediately deleted.

These are examples of the kind of data which may be processed:

- Data regarding the professional life of the reporting person (e.g. company role);
- Any information regarding the reporting person or other individuals involved in the report and shared by the reporting person to provide useful details to the report;
- Documents or deeds that may be attached by the reporting person;
- Personal data of the reporting person (e.g. name, surname)
- Any information the reporting person, or other individuals involved in the report may share to manage the report.

In the case of anonymous report, no data regarding the reporting person shall be collected.

### PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

Data shall be processed with the only purpose of managing and drafting the internal reports and to fulfill any other necessary activity, in accordance with limitations imposed by the Regulation 679/2016, which is the legal basis for data processing.

The reporting person shall provide the personal data necessary to perform the report: non disclosing such data implies the impossibility to perform the internal report.

Conferring other personal data (e.g. biographic data of the reporting person) is, otherwise, optional: non disclosing such data shall not imply the impossibility perform the internal report.

By accepting this Privacy Policy, the reporting person specifically agrees to have his/her personal data processed for the following purposes:

- Pursuant to article 12, paragraph 2 of the Decree, to authorize the Processor to disclose his identity and any other information that may reveal, directly or indirectly, the identity to any other subject that may deemed appropriate to manage the report;
- Pursuant to art. 14, paragraph 4 of the Decree, if the report is carried out orally during a meeting with the Processor, to document what is said by registering the conversation with a suitable device or with an accurate transcript;
- Pursuant to art. 12, paragraph 5 of the Decree, to authorize disclosure of the Reporting Person identity for the purpose of using the report in a disciplinary proceeding, if the claim is based on such report and it is essential to disclose the Reporting Person's identity to grant the subject of disciplinary proceeding the right of defense.

## DATA PROCESSING MODALITIES

The Data Controller takes all the technical and organizational measures that grant the protection of the identity and the privacy of the reporting person, of the people involved and/or mentioned in the report. The content of the report and of the documentation possibly attached is also protected. In particular, the processing of personal data may be carried out using automatized tools (e.g. online platforms that resort to the use of encryption tools and are for that purpose designed).

Personal data that are not useful to the processing of a specific report, in case of accidental collection, shall be deleted once their relevance shall be excluded.

## RETENTION PERIOD

Personal data included in internal reports and their documentation shall be retained for the time necessary to perform the internal report and, in any case, for no longer than 5

(five) years from the moment when the final outcome of the procedure is notified, according to the principle expressed in article 5, par. 1, lett) e of the Regulation.

## COMMUNICATION OF PERSONAL DATA

Personal data included in internal reports may be processed by the Processor and by the subjects appointed by him and shall not be communicated to third parties, except for communication to competent administrative judicial authorities, in accordance to the applicable law.

Personal data included in internal report shall not be shared outside the company, unless for requests from competent authorities, and neither be transferred in a third country outside the EU.

## RIGHTS OF DATA SUBJECTS

Individuals whose data are identified or identifiable may exercise the following rights, as provided in Regulation 2016/679:

- Right of access by the data subject (art. 15 GDPR): the right to have the confirmation from the Company whether the processing of data is performed or not and in case it is, to obtain the access to it. The data subject has the right to obtain the disclosure (i) of the personal data provenience; (ii) of the purposes and modalities of the processing; (iii) of the logic applied in case of processing carried out with the aid of electronic instruments; (iv) of the identification details of the Processor, of the people responsible of the processing (art. 4 n.8) GDPR) and of the subject responsible of the protection of data appointed by the Processor, pursuant to art. 37 of the GDPR (DPO); (v) of the subjects or the groups of subjects that can receive personal data or can get to know them, being the responsible or appointed or representative appointed in the territory of the State;
- Right to rectification (art. 16 GDPR): the right to obtain the rectification of inaccurate data and/or the integration of uncompleted data;
- Right to erasure – or to be forgotten – (art. 17 GDPR): the right to obtain the erasure, transformation in anonymous form or the blockage of the data processed in breach with the applicable law, including those that are no longer necessary to retain for the purposes the data were collected for, or processed Personal Data in specific circumstances provided by law;
- Right to restriction of processing (art. 18 GDPR): the right to oppose to the processing, or to obtain the limitation of the processing of Personal Data, pursuant to the applicable law;

- Notification obligation regarding rectification or erasure of personal data or restriction of processing (art. 19 GDPR)
- Right to data portability (art. 20 GDPR): the right to receive the Personal Data in a format structured, of common usage and readable on the computer level, as well as the right to convey the data to another Processor – this right to portability is applied only to the Personal Data disclosed by the interested person and may be subjected to some restriction, as it is provided from Privacy Law. When a processing is not automatized, this right is not applicable.
- Right to object (art. 21 GDPR): the right to object to the processing of data if legitimate reasons exist, even with reference to the processing of data for marketing and profiling, if provided;
- Right to withdraw the given consent (art. 7 GDPR): at any time, the data subject can withdraw his consent to the processing without prejudice to the lawfulness of the processing based on the consent given before the withdrawal;
- Right to compensation (art. 82 GDPR): the right to obtain from the Controller and/or from the Processor a compensation for the suffered damage, material or immaterial, if caused by the processing of the personal data of the data subject, in breach of the Regulation and the Controller and/or the Processor cannot prove they are not liable for the damage.
- Right to lodge a complaint to the national authority for the protection of personal data (Piazza Venezia, 11 – 00187 Roma RM – PEC: protocollo@pec.gpdp.it) in case of unlawful processing, except for the limitations contained in the D.Lgs. n. 101/2018, art. 2-undecies (Limitations of the rights of the interested person) and art. 2-duodecies (limitations for reasons of justice).

## CONTACT DATA OF THE PROCESSOR AND THE RESPONSIBLE FOR DATA PROTECTION

For any further information regarding the processing of personal data, the processor can be reached by writing an e-mail to [gdpr@arsenalia.group](mailto:gdpr@arsenalia.group).