

GUIDELINES – SYSTEM FOR REPORTING SUSPECTED WRONGDOING “WHISTLEBLOWING”

In compliance with the Legislative Decree of 30th June 2003, no. 196 and UE Regulation 2016/679

With regard to the personal data which Europolveri Spa (Vat no. 00822720249), with registered seat in Sandrigo (36066- VI), Via Galvani 69 will acquire in the performance of the contractual relationship and of the legitimate and correct use of which the company is liable, we inform you of the following:

1. PURPOSE OF DATA PROCESSING

The personal data are processed exclusively for the purpose of investigation and fact-finding object of the whistleblowing and of the adoption of any consequent measures, in compliance with what is envisaged by the Legislative Decree 24/2003. In particular, the collected personal Data are personal details, numbers of personal identification, any contact data and, in any case, all and only the personal data necessary and relevant for the achievement of the above-mentioned purposes, on the basis of the “minimization principle”. It is possible that also judicial data are processed, that is data referable to offenses and/or crimes. In relation to these data, their provision is voluntary and the person concerned is kindly requested to provide only the data necessary to describe the facts object of the Whistleblowing, without communicating redundant and personal data in addition to those necessary for the above-mentioned purposes. In case these are provided, the Data controller shall not use them and he shall cancel them. The personal data are processed according to the legal basis of the law obligation ex art. 6, co 1 let. B) of the GDPR (*Italian Data Protection Authority*) (provided that the interests or the rights and the personal freedoms of the person concerned do not prevail) to manage the report of wrongdoings, which the Whistleblower became aware due to work reasons, within his own workplace or for other reasons, as well as to protect the internal and external Stakeholders involved in the “Whistleblowing” proceeding.

2. METHODS AND LEGAL BASES OF THE PROCESSING

The processing may be carried out with or without the use of electronic instruments or anyhow automated systems. The processing is performed by the specifically appointed single persons in charge of the processing under the supervision and according to the Data controller’s instructions and /or by the several persons in charge of the processing who were specifically appointed. The legal basis of the processing is found in the law obligations as per above-mentioned regulation and in the related and connected provisions and in the legitimate interest of the Data controller, also with reference to the defense of the Data Controller or of third parties in court or in another similar seat. An additional legal basis is the consent of the interested party. The data are collected by means of the following instruments:

- **In writing:** the Whistleblowing may be sent by means of a registered letter to the following mail address:
Odv Europolveri c/o Studio Legale Associato, Viale Riviera Berica, n. 105, 36100 Vicenza

The Whistleblower shall put the Whistleblowing in two closed envelopes including, in the first, his own identification data (the non-anonymous whistleblowing procedure is in fact preferable, in view

of a greater ease of assessment of the Infringement) and in the second one, the object of the Whistleblowing ; both envelopes shall be then inserted in a third envelope bearing the indication “*reserved to the Whistleblowing Manager*”.

- **Orally:** the Whistleblowing may be communicated through the unregistered telephone line and upon the Whistleblower’s request, through a direct meeting with the Whistleblowing Manager

The collected data by means of electronic/computerized systems shall not be the object of the completely automated processing as specified in the art. 22 GDPR. Specific safety measures are complied with to prevent the loss of data, misuses or improper uses and unauthorized accesses. Moreover, specific technical-organizational measures are adopted in compliance with the art. 32 of the GDPR to ensure the protection of the identity of the interested Parties, as well as their possible anonymity.

3. PROVISION OF DATA

The provision of common data (personal data) is voluntary, but it is necessary to achieve the purposes as per paragraph 1.

4. REFUSAL TO PROVIDE THE DATA

Any refusal by the interested party to provide the personal data as provided for by the paragraph 3 or the wrong communication of such data, implies the impossibility to comply with the activities as per paragraph 1 at least within the appropriate terms and within the required times.

5. COMMUNICATION AND DIFFUSION OF THE DATA

In the specific limits envisaged by the Legislative Decree 24/2023 and following amendments and from the related and connected provisions (in particular with reference to the Whistleblower’s discretion), the personal data may be communicated for the purposes as per paragraph 1 to advisors and freelancers,, also in associated form and specifically appointed, public/private entities for whom the communication is mandatory or necessary for the fulfillment of the law obligations (as Institutions and/or Private Authorities, Judicial Authority, Police). The personal data shall not be disclosed.

6. RETENTION OF PERSONAL DATA

The personal data shall be retained in compliance with the terms provided for by the art. 14 of the Legislative Decree no. 24/2023, that is for the time necessary for the processing of the whistleblowing and, anyhow, for not more than 5 years starting from the date of communication of the final result of the whistleblowing. The personal data that clearly are not necessary to the processing of a specific whistleblowing are not collected or, if accidentally collected, are immediately cancelled by the Whistleblowing Manager.

7. RIGHTS OF THE INTERESTED PARTY

The UE regulation 2016/679 grants the interested party specific rights, among which the right to access his own personal data and their availability in an intelligible form; the interested party, moreover, has the right to obtain the updating, the amendment (if wrong), the integration (if incomplete) or the cancellation of the data (in case of illicit processing), the portability of the data (right to receive or to have the personal data transmitted to another data controller in a commonly used structured format that may be read on an automated device), the revocation of the consent (if legal basis for the processing), the anonymous transformation or the block/limitation of the processed data in violation of the law; the interested party shall be entitled to object, for legitimate reasons, to the data processing. With reference to the processing of the data provided, in case the interested party should identify some breaches of the privacy regulation, he will be entitled to denounce this to the Privacy Authority. The interested party shall be entitled to exercise his rights requesting this to the Data Controller (also requiring to receive apposite modules and any complete list of the appointed persons in charge).

8. DATA CONTROLLER

Europolveri Spa (VAT no. 00822720249) - PEC europolveri@pec.it – email: info@europolveri.it, with registered seat in Sandrigo (36066 – VI) , Via Galvani 60 is the Data Controller.