



# SIEMPELKAMP

## SORTING & FORMING

### ANNEX 2 - PRIVACY POLICY FOR REPORTING PERSONS

*pursuant to Article 13 of Regulation (EU) 2016/679 on the processing of personal data in the context of reporting violations referred to in Legislative Decree 24/2023*

Pursuant to Article 13 of Regulation (EU) 2016/679 (*General Data Protection Regulation*, hereinafter referred to as the "GDPR") and applicable legislation on the protection of personal data, we hereby inform you that the personal data provided by you as the reporting person (hereinafter also referred to as the "Data Subject") through this "*Reporting Form*" or otherwise provided in the event of an internal report of a violation pursuant to Legislative Decree 24/2023, will be processed in compliance with the aforementioned legislation and in accordance with the principles of fairness, lawfulness and transparency by personnel authorised by Carpenterie Metalliche di Colzate S.r.l. pursuant to Article 29 of the GDPR and Article 2-*quaterdecies* of the Personal Data Protection Code (Legislative Decree 196/2003)

#### 1. Data Controller and Data Protection Officer

The data controller is Carpenterie Metalliche di Colzate S.r.l. (hereinafter also referred to as the "Company" or "Controller") with registered office at Via Rodigari 10, 24020 Colzate, which can be contacted at the email address [sorting-forming@siempelkamp.com](mailto:sorting-forming@siempelkamp.com).

The Company has appointed a Data Protection Officer ("DPO") who can be contacted at the following email address: [sorting-forming@siempelkamp.com](mailto:sorting-forming@siempelkamp.com).

#### 2. Purpose of processing and legal basis

Personal data is processed for the management of internal reports of alleged violations, i.e. conduct, acts or omissions that harm the public interest or the integrity of the public administration or private entity, as defined in Article 2(1)(a) of Legislative Decree 24/2023, of which the reporting person has become aware as a result of their relationship with the Data Controller. The personal data processed are those contained in the internal report and/or in the documents attached to it that refer to the reporting person and any other persons involved.

Personal data may also be processed for the purpose of carrying out the necessary investigations to verify the validity of the report and, where appropriate, to take appropriate corrective measures and/or disciplinary and/or legal action against those responsible for the violations. The legal basis for the processing of personal data is the fulfilment of a legal obligation to which the Data Controller is subject (Art. 6(1)(c) of the GDPR), and specifically, as provided for by Legislative Decree 24/2023. The processing may also concern special categories of data and data relating to criminal convictions and offences if included in the report in accordance with Articles 9 and 10 of the GDPR. The identity of the worker may also be disclosed to other parties.

#### Categories of data recipients

The personal data provided will be processed by members of the Whistleblowing Committee and by other individuals within the Company who are authorised by the Data Controller to process such data, in order to follow up on and respond to reports received, in compliance with the provisions of Legislative Decree 24/2023, and activate any disciplinary system provided for, as well as take corrective action aimed at avoiding situations similar to those reported.

In the event that the Company entrusts a third party with the task of managing the reporting channel, the aforementioned personal data will be processed by that party in its capacity as Data Processor designated by the Data Controller pursuant to art. 28 of the GDPR. Such data will be processed exclusively for the by of expressly authorised personnel and in compliance with the provisions of Legislative Decree 24/2023.

Personal data will not be disclosed but may be transmitted to the judicial authorities. None of the data collected will be transferred to third countries, meaning countries that do not belong to the European Economic Area ( ). If the report is external and is submitted, as provided for in Articles 6



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and 7 of Legislative Decree 24/2023, to the National Anti-Corruption Authority (ANAC), information relating to the processing of personal data will be provided by the Authority itself through the appropriate channels.

#### 4. General criteria for retention periods

The reports internal and the related documentation will be stored for the time necessary for processing the report and in any case no later than five years from the date of notification of the final outcome of the reporting procedure, in compliance with the confidentiality obligations set out in Article 12 of this Legislative Decree 24/2023 and the principle set out in Articles 5, paragraph 1, letter e) of the GDPR and 3, paragraph 1, letter e) of Legislative Decree 51 of 2018. After the maximum period of five years has elapsed, the information relating to the report may be retained by the Company in order to guarantee and preserve its right of defence and to provide evidence, where requested, of the correct management of the reports received. In this case, the personal data of the reporting person will be anonymised.

#### 5. Data processing methods

The processing of personal data will be carried out exclusively by expressly authorised personnel, using methods such as from to ensure the confidentiality of the identity of the Person reporting and of the content of internal reports and related documentation, adopting appropriate technical and organisational measures to protect them from unauthorised or unlawful access, destruction, loss of integrity and confidentiality, even accidental. In order to guarantee the confidentiality of the reporting person for the entire duration of the management of the internal report, the identity of the itself will be known by the persons expressly authorised to manage the reports. Except in cases where liability for slander and defamation may be established pursuant to the provisions of the Criminal Code or Article 2043 of the Civil Code or, where applicable, in the context of criminal proceedings and in the manner and within the limits provided for in Article 329 of the Code of Criminal Procedure, the identity of the reporting person is protected in every context subsequent to the report. Therefore, except the exceptions mentioned, the identity of the reporting person cannot be revealed without their express consent, and all those who receive or are involved in the management of the report are required to protect the confidentiality of this information.

#### 6. Provision of data

The provision of personal data is optional. However, failure to provide such data could compromise the investigation of the report: anonymous reports will only be taken into consideration if they are adequately detailed and provide sufficient information to highlight facts and situations related to specific contexts.

#### 7. Rights of data subjects

The rights referred to in Articles 15-22 of the GDPR may be exercised, within the limits of the provisions of Article 2-undecies, paragraph 3, of Legislative Decree 196/2003 as amended, by contacting the Data Controller or the DPO using the contact details provided above. In particular, the above rights may not be exercised by submitting a request to the Data Controller or DPO, or by lodging a complaint with the Supervisory Authority pursuant to Article 77 of the GDPR, if the exercise of such rights could result in actual and concrete prejudice to the confidentiality of the identity of the person reporting violations of which they have become aware by virtue of their employment relationship or the functions performed. The exercise of the above rights may, in any case, be delayed, limited or excluded by means of a reasoned communication made without delay by the Data Controller, unless the communication could compromise the purpose of the limitation, for the time and to the extent that this constitutes a necessary and proportionate measure, taking into account the fundamental rights and legitimate interests of the reporting person, the person involved or the persons involved in various capacities in the reports. In such cases, pursuant to Article 2-undecies, paragraph 3, of Legislative Decree 196/2003, the Data Subject has the right to exercise the aforementioned rights through the Supervisory Authority in the manner set out in Article 160 of the aforementioned legislative decree. In cases where it is believed that the processing of personal data is in violation of the provisions of the GDPR, it is possible to lodge a complaint with the Data Protection Authority, as provided for in Article 77 of the GDPR.



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same (with the exception of the limitations on the exercise of rights mentioned above and provided for in Article 2-*undecies*, paragraph 3, of Legislative Decree 196/2003 as amended), or to take appropriate legal action (Article 79 of the GDPR).

Date and place

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Signature

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