MALTEMPI
boutique

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

issued pursuant to articles 13 and 14 of Regulation (EU) 2016/679

General Data Protection Regulation

WHISTLEBLOWING

Below we provide to the reporting parties, known as whistleblowers, and all other subjects potentially involved and/or connected to the facts subject to the report (the "Data Subjects"), a brief description of the essential characteristics of the processing of their personal data carried out by **MALTEMPI S.R.L.**, with registered office in Via Malignani 1/A, Fontanafredda (PN), acting as the Data Controller (hereinafter referred to as the "Controller"). The processing will be carried out in compliance with Regulation (EU) 2016/679 - General Data Protection Regulation (the "Regulation") and the Legislative Decree of 30 June 2003, n. 196 as amended by Legislative Decree 101/2018 (hereinafter referred to as the "Code").

By "data" we mean "any information relating to an identified or identifiable natural person" and by "processing" we mean "any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction".

For further details, please refer to the detailed notice that follows.

The privacy notice on the processing of personal data is made available in the following summary table, which will allow for easy retrieval of the essential information related to the processing of personal data. However, a detailed notice is also available, which provides a complete overview of the information we are required to provide pursuant to articles 13 and 14 of the GDPR.

Who is the Data Controller?	**MALTEMPI S.R.L.**, with registered office in Via Malignani 1/A Fontanafredda (PN); contact details are privacy@maltempisrl.com
What are the DPO's contact details?	The appointed DPO can be contacted at the email dpo@maltempisrl.com
What personal data do we process?	Among the personal data of the data subject that may be processed by the Controller are: **Common personal data** • Personal details (such as name, surname, date and place of birth, identity document); • Contact data (such as telephone contact, email address); • Job position data (such as occupation, function, company role); **Special categories of data** • Judicial data; • Data related to political opinions;

	• Membership in trade unions and/or organizations of a trade union nature; • Health status; • Religious or philosophical beliefs; • Sexual orientation. Regarding the aforementioned categories of personal data, it is important that the reports submitted are free of information manifestly irrelevant to the reference regulation; particularly inviting the reporting parties to refrain from using "special" and "judicial" personal data unless deemed necessary and indispensable for the purposes of the reports, in compliance with Article 5 of the GDPR.
Why do we process Personal Data? (purpose)	1. For the reception and management of the report, for the purpose of carrying out the necessary investigative activities aimed at verifying the validity of the facts reported and the adoption of consequent measures; 2. To comply with all the legal obligations connected to the management of the report. 3. For the ascertainment, exercise, or defense of the Controller's rights also in judicial proceedings.
On what basis do we process? (Legal Basis)	a) The processing under sub. 1) sub 2) and sub. 3) are related to the fulfillment of legal, regulatory, and community regulation obligations to which the Controller is subject. The processing of special personal data, possibly included in the reports, is based on the fulfillment of obligations and on the exercise of specific rights of the Data Controller and the data subject in the field of labor law, in accordance with Article 9, paragraph 2, letter b) of the GDPR, as well as on the possible need to ascertain, exercise, or defend a right in judicial proceedings, according to Article 9, paragraph 2, letter f).
How do we process personal data?	In paper, electronic, or telematic form with the observance of every precautionary measure applied by the Controller that guarantees its security, confidentiality, and control, at every stage of the procedure, including the archiving of the report and related documents.
To whom do we communicate personal data? (Categories of Recipients)	a. Employees, collaborators, subjects appointed and authorized by the Controller; b. Service providers for consulting and assistance in implementing the management of the reports, acting as Data Processors under Article 28 GDPR; c. Subjects legally authorized to access the data; d. Judicial authority; e. Public authorities; f. Third Parties. The personal data processed by the Controller are in no way subject to dissemination.

How long do we keep personal data?	Personal data will be stored for the time necessary to pursue the purposes listed above. In any case, data may not be stored for a period exceeding five years from the date of communication of the final outcomes of the report procedure. The criteria used to determine the further retention period of the data are: a. Pursuit of the purposes related to processing. b. Retention period required by law. c. Maximum term allowed by current legislation to protect the rights and/or interests of the Controller.
Is the provision of personal data mandatory or optional? What happens in case of refusal to provide personal data?	The provision of personal data required by the report procedure is mandatory because, without it, it would be impossible to fulfill the specific legal obligations related to the management of the report provided by Legislative Decree 24/2023 (so-called "Whistleblowing" discipline). The data subject is guaranteed the possibility of submitting a report anonymously. In such case, the non-provision of personal details will not prejudice the possibility of managing the report and fulfilling the legal obligations provided by the Whistleblowing discipline.
What rights does the data subject have?	The Data Subject has the right to: a. Access data in our possession and request their communication in an intelligible form; b. Request updating, correction, and/or integration; c. Request deletion ("right to be forgotten"); d. Request the limitation of processing; e. Request notification of updates, corrections, deletions, limitations; f. Request data portability; g. Oppose processing; h. Lodge a complaint with a supervisory authority.

1- Identity and contact details of the Data Controller

The Data Controller is **MALTEMPI S.R.L.** with its registered office in Via Malignani 1/A, Fontanafredda (PN). The Controller's contact for handling data subject requests, as specified in section 10, is: privacy@maltempisrl.com

2 – DPO's contact details

The appointed DPO can be contacted via email dpo@maltempisrl.com

3 - Source of data

The data subject to processing activities are acquired directly from the data subject or from third parties involved in the report, through the specific "internal reporting channel".

4 - Type of Data processed

The Controller collects and processes data subjects' data for the purposes specified in section 5 that follows. Here is an illustrative list of the processed data:

Common personal data

1) Personal details (such as name, surname, date, and place of birth, identity document)
2) Contact data (such as telephone contact, email address)
3) Job position (such as occupation, function, company role)

Special categories of personal data

1) Judicial data;
2) Data related to political opinions;
3) Membership in trade unions and/or organizations of a trade union nature;
4) Health status;
5) Religious or philosophical beliefs;
6) Sexual orientation;

Regarding the aforementioned categories of personal data, it is important that the reports submitted are free of information manifestly irrelevant for the reference regulation, especially inviting the reporting parties to refrain from using "special" and "judicial" personal data unless deemed necessary and indispensable for the reports, in compliance with Article 5 of the GDPR.

5 - Purpose and legal basis for data processing

The data will be processed, in compliance with the above-mentioned regulations, for **managing the report**, for carrying out **necessary investigative activities aimed at verifying the validity of the facts reported and adopting**

consequent measures. The purposes just described all pertain to the legal basis of fulfilling **legal obligations, regulations, and community legislation** to which the Controller is subject.

The processing of "special" personal data, possibly included in the reports, is based on:

1. **Fulfilling obligations and exercising specific rights** of the Data Controller and the data subject in labor law, according to Article 9, par. 2, letter b) of the GDPR.

2. The possible need to **ascertain, exercise, or defend a right in court**, as provided by Article 9, par. 2, letter f).

6 - Data processing methods

Data processing will be carried out with the support of **paper, electronic, or telematic means**, in compliance with the Regulation and the Code, and in any case in such a way as to guarantee data security and confidentiality and prevent unauthorized disclosure or use, alteration, or destruction through efficient physical, logical, and organizational security measures.

7 - Data recipients

Data may be made known (limited to their respective areas of competence) exclusively to:

a) subjects to whom data communication is necessary for managing the report, acting as Data Processors, under written agreements made with the Controller, such as the external entity managing the report. A list of all the Data Processors can be requested by sending a communication to the contacts indicated in section 1.

b) persons in charge and Authorized by the Controller who have committed to confidentiality or are subject to an appropriate legal confidentiality obligation (e.g., Controller's collaborators);

The data will not be disseminated.

The identity of the reporter and any other information from which their identity can be directly or indirectly inferred cannot be accessed through documentary or general civic access. The identity of the reporting person and any other information from which their identity can be directly or indirectly inferred cannot be disclosed without the express consent of the reporting person to individuals other than those competent to receive or follow up on the reports, expressly authorized to process such data in accordance with Articles 29 and 32, paragraph 4, of Regulation (EU) 2016/679 and Article 2-quaterdecies of the Italian Legislative Decree No. 196 on the protection of personal data.

In order to comply with legal obligations, regulations, community legislation, or the obligations provided for by Legislative Decree No. 24/2023, in the context of any criminal proceedings that may be initiated, the identity of the reporter will be covered by secrecy in the manner and to the extent provided for in Article 329 of the Code of Criminal Procedure; in proceedings before the Court of Auditors, the identity of the reporter will not be disclosed until the closure of the investigative phase.

Except in cases where liability for defamation and slander is established under the provisions of the Criminal Code or Article 2043 of the Italian Civil Code, and in cases where confidentiality is not legally applicable (e.g., criminal, tax, or administrative investigations, inspections by control bodies), the identity of the reporter will be protected from the receipt

of the report and throughout subsequent phases, in compliance with the current provisions of the Regulation and the Code.

Therefore, the identity of the reporter can only be revealed in cases where the charge is wholly or partially based on the report, and knowledge of the identity of the reporting person is essential for the defense of the accused, and the reporting person has expressly consented to the disclosure of their own identity. Only in this case can the report be used in the disciplinary proceedings.

All those who receive and/or are involved in the management of reports are required to protect the confidentiality of this information. Violation of the obligation of confidentiality constitutes disciplinary liability, without prejudice to any additional forms of liability provided for by the legal system.

8 - Data retention period

Within the purposes indicated above, the data will be stored for the time strictly necessary to achieve the purposes for which they were collected and processed and, in particular, for the purposes of managing the investigation, concluding the activity of defining the Report and adopting related measures, in case of ascertainment, and in any case not beyond 5 years from the date of communication of the final outcome of the report procedure, in accordance with Article 14, paragraph 1 of Legislative Decree 24/2023, unless their further storage is necessary to fulfill legal obligations or to comply with orders issued by Public Authorities and/or Supervisory Bodies.

9 - Mandatory and optional nature of providing personal data

The provision of personal data required by the reporting procedure is mandatory because, without it, it would be impossible to fulfill the specific legal obligations related to managing the report provided by Legislative Decree 24/2023 (so-called "Whistleblowing" discipline).

The data subject is guaranteed the possibility of submitting a report anonymously. In such case, the non-provision of personal details will not prejudice the ability to manage the report and fulfill the legal obligations provided by the Whistleblowing discipline.

The provided personal data will be processed to manage the report within the limits and with the confidentiality guarantees imposed by the reference legislation.

10 - Data subject's rights

By sending a communication to the legal office of the Controller or to the address privacy@maltempisrl.com, each data subject can at any time exercise the rights under Articles from 15 onwards of the Regulation, including: **(i)** obtaining confirmation of whether or not data processing concerning him or her is underway; **(ii)** accessing his or her data and the information indicated in Article 15 of the Regulation; **(iii)** obtaining the rectification of inaccurate data concerning him or her without undue delay or the supplementation of incomplete data; **(iv)** requesting the deletion of data concerning him or her without undue delay; **(v)** requesting the restriction of processing of data concerning him or her; **(vi)** being informed of any rectifications, deletions, or limitations of processing carried out in relation to his or her data; **(vii)** receiving in a structured, commonly used, and machine-readable format the data concerning him or her.

The complete list of the Data Subject's rights can be found on https://www.garanteprivacy.it/Regolamentoue/diritti-degli-interessati.

The exercise of the above-mentioned rights is not subject to any form constraint and is free of charge. The request of the data subject will be answered within a month from its receipt. In case of particular complexity, the term could be extended;

in these cases, the Structure commits to provide at least an interim communication within a month from the receipt of the request.

In case of exercising one of the rights provided by the Regulation, the Structure reserves the right to verify the identity of the requesting data subject, asking to send a photocopy of an identity document that attests the legitimacy of the request. Once the identity of the requesting data subject is confirmed, the received photocopy will be immediately destroyed.

The aforementioned rights may be limited under Article 2-undecies, paragraph 1, letter f) of the Code, if exercising these rights could result in a concrete and effective prejudice to the confidentiality of the identity of the reporting person.

11 -Complaint to the Supervisory Authority

Should the Data Subject believe that the Processing concerning him or her violates the provisions of the Regulation, he or she can always lodge a complaint with the supervisory authority for the protection of personal data (www.garanteprivacy.it), or to the supervisory authority of the country where he or she habitually resides, works, or where the alleged violation occurred.