

PRIVACY POLICY - PROCESSING OF PERSONAL DATA REGARDING THE WHISTLEBLOWER SCHEME

LAST UPDATED ON 3 OCTOBER 2022

Whistleblower Partners ApS has prepared this Privacy Policy on the processing of personal data that occurs in the whistleblower scheme that the company provides to companies, associations, authorities, etc., (hereinafter referred to as “customers”).

When we provide a licence and screening for customers in a combined package, we are an independent data controller and must therefore fulfil the obligation to inform, as specified in articles 13 and 14 of the General Data Protection Regulation (GDPR), the persons mentioned in a report (see section A) and the persons who submit a report (see section B).

Data controller and contact information:

Whistleblower Partners ApS

CVR 43615661
Kultorvet 11, 4th floor
DK-1175 Copenhagen
Denmark

If you have questions about the processing of your personal data, you can contact our internal personal data officer:

Phone: +44 151 808 1659

A. DATA REGARDING PERSONS MENTIONED IN A REPORT

1. PURPOSE

The purpose of processing personal data about persons mentioned in a report is to receive and process reports received via the whistleblower scheme and to advise the customer on how to process a report.

2. CATEGORIES OF PERSONAL DATA

The submission and receipt of a report may entail the processing of general personal data, special categories of personal data (sensitive personal data), criminal record data and data about civil registration numbers.

General personal data may include a person's name and contact information (e.g., e-mail, telephone number), contact information, as well as information about the factors or circumstances that resulted in the submission of the report.

A report can also include information about legal offences, sensitive personal data (e.g., information about sexual relationships) or data about civil registration numbers.

3. WHERE DO WE GET THE INFORMATION FROM?

Employees and, in some cases, others who are eligible to submit reports under the whistleblower scheme.

4. LEGAL BASIS FOR PROCESSING

Our processing of personal data which is reported to the whistleblower scheme is based on the following legal basis:

- The processing of ordinary personal data covered by Article 6 of the GDPR is based on Article 6(1)(f) of the GDPR, as we, being a provider of a licence and screening service, have a rightful and legitimate interest in receiving and processing reports on behalf of the customer.
- The processing of ordinary personal data covered by Article 6 of the GDPR is also based on Article 6(1)(c) (legal obligations), as well as X.

- The processing of special categories of personal data covered by Article 9 of the GDPR is based on Article 9(2)(f) (for the establishment, exercise or defence of the customer's legal claims).
- The processing of criminal record data is based on X.
- The processing of civil registration numbers is based on X.

5. RECIPIENTS

Personal data included in a report is shared with the customer's contact persons in accordance with the customer's whistleblower policy. Alternatively, if these persons are disqualified to view the data, the personal data will be shared with other persons we deem relevant to contact with a view to processing the report. If agreed with the customer, external parties (e.g., public authorities) may be notified if the details of a report merit such action.

In addition, the data in a report is stored in the IT system used to manage the whistleblower scheme, as well as our electronic case and document management system.

6. STORAGE

We store personal data as long as it remains relevant to do so for the processing of a given report.

When we make our determination on how long to store the case documents, including your personal data, the factors we prioritise are whether a disagreement regarding the case processing has arisen and for how long a period we risk facing legal claims associated with the processing of the case.

Regardless of the above, however, we are obliged to store basic information (name and address) and a description of what the case is about for an unlimited period. This is because legal ethics rules require us to be able to identify any conflicts of interest.

7. DISCLOSURE OF PERSONAL DATA – WHISTLEBLOWER PARTNERS SCREENING SERVICE

We disclose personal data to X and to Mannaz A/S, with whom we collaborate to offer the Whistleblower Partners Screening Service. We disclose the personal data as part of

our work to handle and investigate reports received via the whistleblower scheme and as part of our work to advise the customer on handling a report.

B. INFORMATION ABOUT THE PERSON WHO SUBMITTED THE REPORT (THE WHISTLEBLOWER)

1. PURPOSE

The purpose of processing personal data about the person who has submitted a report is to process and investigate reports received via the whistleblower scheme and process these within the framework of X as well as to advise the customer on how to process a report.

2. CATEGORIES OF PERSONAL DATA

Whistleblowers have the option to submit anonymous reports, and they are free to decide whether they wish to remain anonymous or not.

Should the whistleblower choose to disclose their name and/or contact information in the report (thereby forfeiting their anonymity), it is expected that the processing of data will mainly relate to ordinary personal data about the whistleblower in the form of name, contact information and knowledge about conditions mentioned in the report, and only to a lesser extent relate to special categories of personal data (sensitive personal data), civil registration number data and criminal record data.

3. WHERE DO WE GET THE INFORMATION FROM?

We receive information from the whistleblower themselves, and if it is deemed necessary to investigate a suspicion of a potentially deliberately false report, it may be relevant to obtain information from other persons, e.g., the customer's other employees, partners, etc.

4. LEGAL BASIS FOR PROCESSING

Our processing of personal data about a whistleblower is based on the following legal basis for processing:

- The processing of ordinary personal data covered by Article 6 of the GDPR is based on Article 6(1)(f) of the GDPR, as we, in our capacity as lawyers, have a rightful and legitimate interest in receiving and processing reports on behalf of the customer.
- The processing of ordinary personal data covered by Article 6 of the GDPR is also based on Article 6(1)(c) (legal obligations), including legal ethics rules, X etc.
- The processing of special categories of personal data covered by Article 9 of the GDPR is based on Article 9(2)(f) (for the establishment, exercise or defence of the customer's legal claims).
- The processing of criminal record data is based on X.
- The processing of civil registration numbers is based on X.

5. RECIPIENTS

Personal data included in a report is shared with the customer's contact persons in accordance with the customer's whistleblower policy. Alternatively, if these persons are disqualified to view the data, the personal data will be shared with other persons working within the customer's organisation who we deem relevant to contact with a view to processing the report. If agreed with the customer, external parties (e.g., public authorities) may be notified if the details of a report merit such action.

In addition, the data in a report is stored in the IT system used to manage the whistleblower scheme, as well as our electronic case and document management system.

6. STORAGE

We store personal data as long as it remains relevant to do so for the processing of a given report.

When we make our determination on how long to store the case documents, including your personal data, the factors we prioritise are whether a disagreement regarding the

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7. DISCLOSURE OF PERSONAL DATA – WHISTLEBLOWER PARTNERS SCREENING SERVICE

We disclose personal data to X and to Mannaz A/S, with whom we collaborate to offer the Whistleblower Partners Screening Service. We disclose the personal data as part of our work to handle and investigate reports received via the whistleblower scheme and as part of our work to advise the customer on handling a report.

C. INFORMATION FOR PERSONS COVERED BY A REPORT

If you are a subject of a report submitted through the whistleblower scheme, you will be notified as soon as possible after a preliminary investigation has taken place in which all relevant evidence has been secured and it is assessed that the duty of confidentiality is no longer a basis for not informing the person concerned that their personal data is being processed.

The information you receive will include information about the allegations that have been reported, information about who has had access to the report, and who has conducted an investigation. You will be notified by the customer, who is responsible for the whistleblower scheme.

As part of your general rights under the GDPR, you have the right to access the report. Provided we have knowledge of the whistleblower's identity, you may have the right of access to that information, unless you are prevented by law from accessing such information.

If it is assessed that the report was deliberately false, you will be able to find out who filed the report, assuming we are aware of the whistleblower's identity.

In addition, you have the right to request the rectification of information in the report that you believe is incorrect, misleading, incomplete or outdated. If we are unable to accommodate your request, your comments will instead be noted in connection with the report.

RIGHTS

You have the following rights regarding our processing of your personal data:

- Right of access to personal data about you that we process
- Right to have incorrect data rectified
- Right to have data deleted that is no longer relevant
- Right to object to unlawful processing
- Right to receive the data you have provided yourself in a structured, commonly used and machine-readable format (data portability)
- Right to complain to the Local Authority for Privacy Protection ([X](#)).

Please note that there may be conditions or restrictions to the above rights. It is therefore not certain that you may be able to access your data if, for example, there is an overriding concern for the privacy of other people.

You can exercise your rights by contacting the contact person specified above.