 <small>information technology laboratories</small>	<b>Information on the processing of personal data in the context of whistleblowing management</b> <b>ex art. 13 EU Regulation 2016/679</b>	a <b>SITA</b> Company
	WHISTLEBLOWING PRIVACY POLICY	REVISION: A Date: 12/12/2023 Page: 1 by 2

### Data controller ('Controller') and protection of data subjects

Pursuant to Article 13 of EU Regulation 2016/679 of 27/04/2016, "European Regulation on the protection of personal data", hereinafter referred to as GDPR, Software Design srl with registered office in Naples Capodichino airport-viale F. Ruffo di Calabria snc, P.VAT 05695790633 - pec address [softwaredesign@certificazioneposta.it](mailto:softwaredesign@certificazioneposta.it), in the person of its legal representative pro tempore, in its capacity as Data Controller, informs you that the Company has adopted a procedure for the management of corporate offences, also adopting a specific computerised reporting channel (provided by a selected partner). Therefore, it will process the personal data you provide in the following ways: the data you provide when registering and in reporting will be processed in accordance with the principles of correctness, lawfulness, transparency and protection of confidentiality and of the rights, yours and of all those concerned, in compliance with the confidentiality obligations imposed by privacy legislation and by the Whistleblowing legislation.

For all matters concerning the processing of personal data and the exercise of the data subject's rights, please contact the company at the following email address: [privacy@swdes.it](mailto:privacy@swdes.it).

### Types of data processed

The personal data/information subject to processing are the Data of the 'Reporting Party' (or 'Interested Party'), of the 'Reported Party' and of the persons involved and/or connected to the facts that are the subject of the Report', such as, for instance, any witnesses (hereinafter 'Interested Parties').

These data, collected and processed by the Data Controller, include 'common' personal data (personal details, job position held, contact details such as: email address, postal address, telephone number), the contents of the reports and, in some cases, where necessary, also data belonging to particular categories pursuant to Article 9 GDPR or data relating to criminal convictions and offences pursuant to Article 10 GDPR for reasons of relevant public interest as set out in the Whistleblowing Decree and in any case within the limits of what is permitted by the relevant legislation, including Articles 9 and 10 GDPR.

### Purpose of processing

The data you provide will be processed in relation to the provisions of Legislative Decree No. 24 of 10 March 2023 of "Implementation of Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law and on the protection of persons who report breaches of national laws" (published in the Official Gazette, General Series No. 63 of 15 March 2023).

Personal data are collected and processed for the purposes strictly related to the management of reports of unlawful conduct, in accordance with the aforementioned D. Legislative Decree No. 24 of 10 March 2023.

Therefore, the legal basis for the processing is the need to fulfil a legal obligation to which the Data Controller is subject, with reference to the provisions contained in Legislative Decree No. 24/2023, as well as the ANAC guidelines on the subject.

### Nature of data provision

Through the internal channels set up, in particular the online platform, which can be reached from the Controller's website, the victim of a corporate wrongdoing or a third party who is aware of a corporate wrongdoing that has already taken place or may potentially take place in the future, may report his or her case, in written or oral form, either completely anonymously or, at his or her choice, non-anonymously. Therefore, the provision of data is optional and voluntary, as anonymous reporting is possible.


### Modalities of data processing

In relation to the aforementioned purposes, personal data are processed by means of manual, computerised and telematic tools with logic strictly related to those purposes and, in any case, in such a way as to guarantee the security and confidentiality of the data, in addition to compliance with the specific obligations laid down by law.

The processing is carried out by the Controller's organisation and the Compliance Team of the parent company, its managers and/or officers in charge of handling the reports.

In particular, data are collected through the following electronic/telematic/manual means:

- the online platform 'internal reporting channel', pursuant to Article 4 of Legislative Decree 24/2023, provided by a selected external provider that adopts a system of corporate wrongdoing reporting in compliance with Directive (EU) 2019/1937, which guarantees data security and protection as well as confidentiality of information. This platform allows for the submission of reports in written or oral form, either anonymously or non-anonymously, and makes it possible to maintain contact with the Whistleblower and provide feedback to the Report, in compliance with the timeframe provided for by the legislation. The Report is handled promptly by internal offices with dedicated and specifically trained staff to ensure the handling of the reported case;
- reporting channel via regular mail or e-mail.

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### Recipients and transfer of personal data

The personal data provided may be made accessible only to those persons within the organisation in charge of the Data Controller and/or the parent company who need them due to their role/function in relation to the whistleblowing management process and any consequent actions. Such data may also be disclosed, where appropriate, to the Controller's Supervisory Body, for the performance of its tasks in the field of Whistleblowing, pursuant to Article 13 of Legislative Decree 24/2023, the Anac, the Judicial Authority and other competent Bodies/Bodies in relation to the reported case. Under no circumstances will personal data be disseminated.

In the course of handling operations, the persons in charge may avail themselves of the support of the competent corporate functions from time to time and, where deemed appropriate, of external consultants specialised in the field of the report received and whose involvement is functional to the investigation of the report.

External subjects such as consultants or external companies with technical functions (e.g. the provider of the online platform) and/or other subjects providing professional services, act, as the case may be, as autonomous data controllers or as data processors/sub-processors and have signed a special contract. Where such persons qualify as data controllers/sub-processors, the contract shall regulate the processing entrusted to them and their obligations regarding data protection and security of processing.

### Data transfer outside the EU

The Data Controller does not transfer personal data to third countries or to international organisations outside the EU. Should a transfer outside the EU/EEA become necessary, the processing will be regulated in accordance with the safeguards set out in Chapter V of GDPR Regulation 679/16.

### Retention of personal data

The reports and the documents relating to their management will be kept for a period of time not exceeding that necessary to pursue the purposes for which they were collected, in accordance with legal obligations or in any case to enable the Data Controller to protect its own rights and interests or those of third parties (e.g. defence in court).

The data are automatically deleted from the IT platform five years after the closing of the alert.

Data transmitted via the IT platform are managed and stored on servers of a third party company (the IT platform provider), while reports transmitted via the other internal channels are managed via the company servers.

### Your rights

Articles. 15-22 of the GDPR Regulation give Data Subjects the possibility of exercising specific rights, such as, for example, the right of access, rectification, cancellation, restriction of processing, revocation of consent given, where applicable (revocation of consent does not affect the lawfulness of processing based on consent given before revocation; revocation of consent makes it impossible to access your profile on the platform, you will still be able to view the reports by means of their codes; revocation is not, however, provided for in cases where the processing is necessary to comply with a legal obligation to which the data controller is subject).

You have the right to lodge a complaint with the competent supervisory authority (Garante per la Protezione dei Dati Personali) pursuant to Article 77 of the GDPR, if you consider that the processing of your data is contrary to the legislation in force.

In the event that the exercise of the above rights by the reported person may entail an actual and concrete prejudice to the protection and confidentiality of the reported person's personal data, the Data Controller may limit, delay or exclude such exercise, pursuant to Article 2-undecies(1)(f) of the Privacy Code (Legislative Decree 196/2003), and not grant the request.

In such cases, the rights of the Data Subject, pursuant to Art. 2-undecies, para. 3 of the Privacy Code, may be exercised through the Guarantor in the manner set out in Art. 160 of the Privacy Code.

This Policy, which the Controller reserves the right to amend/update, is made available and known to potential interested parties by means of publication on the Controller's institutional website.