

PRIVACY NOTICE ON WHISTLEBLOWING
under art. 13 of EU regulation no. 679/2016,
Legislative Decree no. 196/2003, 24/2023 and 231/2001

RECORD OF VERSIONS

Version	Issued on	Drafted by	Approved by	Notes
1.0	11/12/2023	Security & Compliance	Matteo Bogana	First version of the document

CONTENTS

SECTION A - WHISTLEBLOWERS	1
SECTION B – REPORTED PERSON	2

SECTION A - WHISTLEBLOWERS

This information notice regulates the processing of personal data of those individuals who, using the reporting channels made available by Cleafy S.p.A. (website www.cleafy.com, tool-free number, etc.), report crimes and/or illegal conducts according to the Italian whistleblowing regulations (Legislative Decree 24/2023, Legislative Decree 231/2001). In this respect, this notice is addressed to all employees, partners, customers, suppliers, consultants, collaborators of Cleafy S.p.A. and, more generally, anyone in a relationship of interest with Cleafy S.p.A. ("Whistleblower/s").

1. Data Controller. Cleafy S.p.A., with registered office in (20158) Milan (MI), Via Simone Schiaffino 11/19, Tax Code and VAT 02340370226, tel. +39 0249517001, pec address cleafy@legalmail.it, e-mail address whistleblowing@cleafy.com, DPO dpo@cleafy.com ("Data Controller" or "Company").

2. Purposes and legal basis of the processing. The Data Controller will process the personal data of the persons making the reports and the information provided by them, including any documents attached to the reports, as well as any other information that comes to its knowledge as a result of and/or by reason of the report received, for the sole purpose of carrying out the necessary investigations aimed at verifying the grounds of the facts subject of the report and the adoption of the measures necessary to follow up the report, as well as to protect the persons making the reports from any retaliation in the context of their working relationship with the Data Controller. Reports may concern both activities and/or conduct not in compliance with the procedures implemented by the Data Controller and unlawful or fraudulent conduct attributable to employees, members of corporate bodies or third parties (customers, suppliers, consultants, collaborators, etc.).

The legal basis for such processing is represented by the performance by the Data Controller of a legal obligation to which it is subject and, specifically, the implementation and management of an internal whistleblowing process provided for by Legislative Decree 24/2023. Moreover, the Whistleblowers' personal data will be processed in order to protect the Data Controller's legitimate interest in protecting its corporate assets and reputation following the whistleblowing report received - a reputation that could suffer serious negative consequences in the event of the dissemination of information, including untrue information, concerning the commission of unlawful acts involving internal staff - as well as to assert and defend its rights before the competent Authorities, in the event of litigation and/or pre-litigation proceedings.

The Data Controller will only collect and process the information provided that is strictly necessary to achieve the above-mentioned purposes; if irrelevant information is accidentally collected, it will be deleted

1

immediately. Any special categories of personal data (ethnic origin, state of health, etc.) included in the report will be carefully assessed and, where not necessary, immediately deleted.

3. Nature of the provision of personal data and the consequences of failure to provide it. Failure to provide personal data for the purposes indicated in paragraph 2 above will not allow the Whistleblower to submit the report through channels made available by the Data Controller. It should also be noted that the Whistleblowers have the right to submit anonymous reports.

4. Categories of subjects to whom the data may be communicated. Your personal data will not be disclosed, except in the event that such disclosure is required, in accordance with the law, by public entities for defence or security purposes or the prevention, investigation or prosecution of criminal offences. In the performance of its activities and in pursuit of the purposes set out in paragraph 2 above, the Data Controller may communicate your personal data to the competent Authorities (e.g., Institutions and/or Public Authorities; Judicial Authorities and Police Bodies) who make a formal request for the prevention, investigation, or prosecution of criminal offences. The data will not be transferred to Third Countries outside the EU or in any case to third countries not covered by an EU adequacy decision. The complete and updated list of data recipients may be requested from the Data Controller.

Personal data will be processed by persons authorised to process the data who have been expressly given adequate instructions by the Data Controller as to the need to guarantee the protection of the personal data of the persons involved in the reports.

5. Storage Period. Reports, both internal and external, and the related documentation will be retained by the Data Controller for as long as necessary for the investigation phase and, in any case, for no longer than five years from the date of the communication of the final outcome of the reporting process, in compliance with the confidentiality obligations set out in Article 12 of Legislative Decree 24/2023 and the retention limitation principle laid down in the GDPR. In the event of litigation, personal data will be retained until the end of the relevant proceedings and/or the expiration of the limitation periods.

6. Privacy rights. We inform you that you may exercise, in the cases expressly provided for by the Regulation, the rights referred to in articles 15 et seq. of the Regulation and in particular ask the Data Controller for: the confirmation that your data is being processed and access to information relating to the processing itself; the rectification of inaccurate or incomplete data; the deletion of data; the restriction of processing. You also have the right to oppose in whole or in part, for legitimate reasons, to the processing of data concerning you.

These rights may be exercised by sending a request to the e-mail address whistleblowing@cleafy.com.

Finally, if you believe that the processing of your data violates the legislation on the protection of personal data, you have the right to lodge a complaint to the Italian Data Protection Authority (www.garanteprivacy.it).

SECTION B – REPORTED PERSON AND THIRD PARTIES

The following information is addressed to any data subject referred to by a Whistleblower in a report (hereinafter, “**Reported Person**” or “**Third Party**”) and is provided by the Data Controller in accordance with Article 14 GDPR.

1. Categories and source of personal data. Reported Person and Third Party personal data are collected by the Data Controller through the report and related documentation provided by the Whistleblower. Reported Person and Third Party personal data may be included in the following categories:

- i. personal data (e.g., first name, last name, place, and date of birth);
- ii. contact data (e.g., e-mail address, telephone number);

- iii. data of a professional nature (e.g., professional level, company team, company role, type of relationship with the Controller or third parties);
- iv. any other information relating to the Reported Person and Third Party that the Whistleblower decides to share with the Data Controller in order to better detail the report (e.g., unlawful conducts relevant under Law 231/2001 or violations of the organizational and management model; irregularities and/or unlawful conducts which constitute or may constitute a violation of the Code of Ethics, company policies and rules and/or which may result in fraud or damage, even potential, to colleagues, shareholders and stakeholders in general or which constitute acts of an unlawful nature or harm the interests and reputation of the Company itself).

2. Limitations to the privacy rights. The Reported Person and Third Party are also informed that the Data Controller, in compliance with the provisions of the applicable laws (by way of example, Article 14(5)(b) and (d) GDPR), may legitimately refuse to process a request for the exercise of the rights set out in Articles 15 to 22 of the GDPR if exercising such rights may result in actual and concrete prejudice to the confidentiality of the identity of Whistleblowers (see Article 2-undecies of the Legislative Decree no. 196/2003) and/or to the purposes of the whistleblowing process.

The Data Controller undertakes to seriously consider the exercise of such rights and to assess their grounds and consequences. However, if the exercise of the rights is refused by the Data Controller, the latter will provide the Reported Person and Third Party with a reasoned written notice no later than one month after the request.

Without prejudice to the preceding paragraphs, the Reported Person and Third Party are referred to section A "*Whistleblowers*" for further information on the processing of their personal data.

Our Company remains at your complete disposal for any clarification regarding the content of this privacy notice as well as for any other information you may need regarding the processing of your personal data.