



## Quadrifoglio Group

### INFORMATION ON THE PROCESSING OF PERSONAL DATA OF PERSONS REPORTING BREACHES OF EUROPEAN UNION LAW OR NATIONAL REGULATORY PROVISIONS, OF THE PERSONS CONCERNED, OF THE PERSONS NAMED AND OF FACILITATORS

#### Identity and contact details of the Data Owner

Quadrifoglio Sistemi d'Arredo S.p.A., hereinafter also "Quadrifoglio" or "Data Owner", with registered office in Mansué (TV), via Cornarè n. 12, which can be contacted at the e-mail address [info@quadrifoglio.com](mailto:info@quadrifoglio.com), at the PEC [amministrazione.quadrifoglio@legalmail.it](mailto:amministrazione.quadrifoglio@legalmail.it) or at the telephone number 0422.756025.

#### Categories of data and their source

Quadrifoglio processes data of a common nature (name, surname, qualification, etc.), data of a particular nature (data relating to health, trade union membership, etc.) and/or data relating to criminal convictions, offences and security measures: this information may be collected directly from the person to whom it refers (hereinafter "Data Subject") and/or from third parties (e.g. when the whistleblower provides information on the reported person and/or other persons mentioned and/or the facilitator, i.e. when during the preliminary investigation additional information/office documents are acquired from other Quadrifoglio structures).

#### Purposes and legal bases

**A. Management of the report:** personal data are processed to manage the preliminary activities aimed at verifying the validity of the fact being reported and the adoption of the consequent measures.

Purpose	Legal basis (common data)	Legal basis (special data)	Legal basis (criminal data)
A.	Fulfilment of the obligations set out in Legislative Decree 24/2023		

#### Retention period

Purpose	Storage time
A.	The data collected are kept for the time necessary to process the report and for the period necessary to carry out the related administrative procedure or 5 years from the date of communication of the final outcome of the reporting procedure.

#### Nature of the provision and consequences in case of refusal

Purpose	Nature and Consequences
A.	The provision of personal data is optional, but necessary for the management of reports and related activities, with the consequence that any refusal prevents us from proceeding in this direction

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### Scope of communication

The data are processed by internal personnel authorized for specific tasks and are communicated externally according to the following rules

Purpose	Categories of external recipients
A.	companies that offer hosting/management services of technological platforms, professionals involved in the management of reports, Judicial Authorities, National Anti-Corruption Authority.

### Data transfer to a third country or an international organization

The Data Owner does not transfer personal data outside the European Economic Area.

### Rights of Data Subjects

The subject to whom the personal data refers is granted the following rights:

**Access:** you can find out whether your personal data is being processed and, if so, obtain and request a copy of your personal data.

**Rectification:** you can ask for your personal data to be updated, corrected (if inaccurate) and incomplete data to be supplemented.

**Cancellation:** it is possible to obtain the deletion of your personal data under certain conditions (for more information contact the Data Owner).

**Restriction:** it is possible to request that the data be marked, to limit its processing in the future, under certain conditions (for more information contact the Data Owner).

**Objection:** you may object to the processing of your personal data, for reasons related to your situation, where the processing is based on legitimate interest or is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Owner.

**Portability:** it is possible to receive the personal data provided to the Data Owner in a structured format and to transmit you to another Data Owner if the processing is based on consent or contract and is carried out by automated means.

**Withdrawal of consent:** it is possible to withdraw consent for the purposes that requested it, without prejudice to the lawfulness of the processing carried out up to that moment.

The rights that can be exercised with respect to the processing activities carried out are:

Purpose	Exercisable right						
	Access	Rectification	Cancellation	Limitation	Opposition	Portability	Withdrawal of consent
A.	X	X	X	X			

To exercise the above rights, it is possible to use the form available at the <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> link and forward it to the person responsible for managing reports, contacting the same through the channel used for the report, i.e. at the registered office of Quadrifoglio.

It is possible to lodge a complaint with a Supervisory Authority: for Italy, the Italian Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

There is also a right to know the essential content of the joint controllership agreement.

### **STATEMENTS:**

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## Quadrifoglio Group

☐ I have read and understood the information on the processing of personal data (**mandatory**).

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