

## INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF REGULATION (EU) N. 2016/679

Pursuant to art. 13 of Regulation (EU) no. 2016/679 (hereinafter the "**GDPR**"), BolognaFiere Cosmoprof S.p.A. (hereinafter "**BolognaFiere Cosmoprof**" or the "**Data Controller**") wishes to provide you with information on the processing of personal data collected on the occasion of the reports (hereinafter the "**Reports**", or, singular, the "**Report**") governed by the "*Procedure for the management of reports - Whistleblowing*" (hereinafter, the "**Procedure**") of BolognaFiere Cosmoprof, to which you can make reference for any further information.

We inform you that your personal data will be processed with the support of printed documents, computer or telematic means, in compliance with the provisions of GDPR and in accordance with the following provisions, as well as the provisions issued by the Authority for the Protection of Personal Data, as applicable from time to time.

We also inform you that, in compliance with Law no. 179/2017 on whistleblowing, BolognaFiere Cosmoprof ensures the confidentiality of the identity of the reporting subject, also to protect him/her from any prejudicial consequences towards the same that may occur following the Report made.

### 1. Categories of interested subjects and data processed

BolognaFiere Cosmoprof may process both the personal data of the reporting party and the personal data of the reported subject (such as, by way of example, name, surname, contact details, data relating to the professional position or function vested within the organization, etc.), as well as any data of third parties and any further information collected in the context of investigative activities that is necessary to verify the validity of the Report.

As part of the management of the Report, BolognaFiere Cosmoprof may also process data of a particular nature, according to the definition contained in art. 9 of the GDPR (such as, for example, data suitable for revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as data suitable for revealing the state of health and sexual life), as well as data relating to criminal convictions or offenses and related security measures, according to the definition referred to in art. 10 of the GDPR (such as, for example, data relating to registrations in the criminal record and pending charges).

The data will be processed exclusively where necessary for the management of the Report, in compliance with the principles of proportionality, relevance, adequacy and necessity provided for by the GDPR.

### 2. Purpose and legal basis of the processing

Your data will be processed for the following purposes:

- a) To manage Whistleblowing Reports concerning facts that may constitute crimes, offenses or irregularities and / or behaviours of any kind, including omissions, referable to the staff of BolognaFiere Cosmoprof or to third parties in violation of the Code of Ethics of the BolognaFiere Group, of the Model 231 adopted by BolognaFiere Cosmoprof, internal regulations (procedures, policies, operating instructions, etc.) issued by BolognaFiere, laws or regulations or provisions of the authorities or in any

case capable of causing damage or prejudice, of any nature, to BolognaFiere Cosmoprof, as well as to ascertain the facts covered by the same Reports and to adopt the related measures;

b) To ascertain, exercise and / or defend a right in court and / or in the context of disciplinary proceedings. Your data will be processed to fulfil a legal obligation to which BolognaFiere Cosmoprof is subject or to a specific request from the competent Authority, as well as to ascertain, exercise and defend our right in the competent offices.

Your data will also be processed for the pursuit of our legitimate interest aimed at guaranteeing the carrying out of the internal verifications necessary for the management of the Reports, in compliance with the applicable regulations regarding the protection of personal data and employment matters.

### **3. Provision of data and consequences of any refusal**

The provision of personal data for the above purposes is optional; however, failure to provide the data will make it impossible to manage the Report and the related investigative activities.

### **4. Recipients of personal data**

Your data may be brought to the attention of the employees and / or collaborators instructed by BolognaFiere Cosmoprof for the pursuit of the aforementioned purposes, to the attention of the members of the Board of Directors and of the Board of Statutory Auditors of BolognaFiere Cosmoprof, as well as of the members of the Supervisory Body of BolognaFiere Cosmoprof as recipients of the Reports.

The data may also be disclosed to the following recipients:

- external subjects, natural or legal persons, which are instructed by the Data Controller to carry out the activities instrumental to achieving the aforementioned purpose (eg external companies in charge of carrying out the verifications deemed useful for the purposes of ascertaining the reported facts or the performance of audits, depending on the relevance and type of the Report;
- public security authorities, judicial authorities, supervisory and control authorities and other public entities for the fulfilment of obligations under laws, regulations and community legislation.

### **5. Transfer of personal data abroad**

Your personal data could be transferred abroad, in accordance with the provisions of current legislation, even in countries outside the European Union for the fulfilment of obligations imposed by laws, regulations or European legislation, or for of the purposes referred to in point 2 above.

The transfer to non-EU countries, in addition to the cases in which this is guaranteed by the Commission Adequacy Decisions, is carried out in such a way as to provide appropriate and appropriate guarantees pursuant to art. 46 or 47 or 49 of the GDPR.

### **6. Duration of handling of personal data**

Personal data will be processed for the entire period necessary to carry out the Report and any proceedings arising from its management (eg disciplinary, criminal, etc.), in accordance with the provisions of the Procedure and legal obligations and in any case to allow BolognaFiere Cosmoprof to protect its legitimate rights and interests.

In particular, the data relating to the reports manifestly groundless or insufficiently detailed or irrelevant will be kept for 6 months starting from the conclusion of the procedure. The data relating to the well-grounded Reports will be kept for 5 years from the conclusion of the procedure, without prejudice to the suspension of this term due to pending judicial or disciplinary proceedings. Subsequently, at the end of these periods, the data will be deleted or made anonymous.

## 7. Rights of the interested party

We inform you that at any time with regard to your data, you may exercise the rights provided within the limits and under the conditions set out in articles 15-22 of the GDPR.

In detail, the interested party has the following rights:

- **Right of access:** you can ask us for information regarding the processing of your data or confirmation that we process your personal data. You can also ask us for a copy of your data by e-mail and check which data are in our possession.
- **Right of rectification:** you may ask us to rectify your personal data if they are incorrect, including the right to request the integration of incomplete data.
- **Right to cancellation:** you can request the cancellation (so-called "right to be forgotten") of your personal data.
- **Right of limitation:** you may ask us to limit the processing of your personal data in the cases provided for by law.
- **Right to portability:** you can obtain, in a structured format, commonly used and readable by an automatic device, the personal data you have communicated to us and transmit them to another person.
- **Right to object:** you may object at any time, for reasons connected with your particular situation, to the processing of your personal data, unless our prevailing legitimate interests exist.
- **Right to withdraw consent:** in cases where the processing bases its legal basis on consent, you can withdraw it at any time, without prejudice to the lawfulness of the processing based on consent before the withdrawal.

In any case, if you believe that your rights have been infringed or that the treatments carried out by BolognaFiere Cosmoprof are in contrast with current legislation, you can lodge a complaint with the competent supervisory authority which, in our case, is the Authority for protection of personal data, without prejudice to any other administrative or judicial appeal.

BolognaFiere Cosmoprof reserves the right to limit the exercise of the aforementioned rights in the event that there is a risk that the exercise of the same could result in an effective and concrete prejudice to the confidentiality of the whistleblower's identity and the ability to ascertain the validity of the Report and to carry out the related investigations.

It is understood that the identity of the whistleblower will never be revealed and therefore in no case the interested party will be able to obtain information on the identity of the same. The identity of the whistleblower may be revealed only with the express consent of the whistleblower, except for the cases of derogation provided for in § 6.1 of the Procedure to which reference is made.

You can exercise the rights described above by writing to [privacy@cosmoprof.it](mailto:privacy@cosmoprof.it); suitable feedback will be provided to this request without delay within 30 (thirty) days of receipt of the request, except for any extensions in accordance with current legislation.

## 8. Owner and Data Protection Officer

The Data Controller of personal data is BolognaFiere Cosmoprof S.p.A., in the person of the pro tempore President of the Board of Directors, based in Bologna, Via Maserati n. 16.

The Data Protection Officer can be contacted at the e-mail address [dpo@cosmoprof.it](mailto:dpo@cosmoprof.it)