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## **INFORMATION ON THE PROCESSING OF PERSONAL DATA OF REPORTING PERSONS**

### **INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLES 13-14 OF REGULATION (EU) 2016/679 AS PART OF THE WHISTLEBLOWING POLICY**

With this information notice STAM Spa (hereinafter the “Company”) intends to provide the indications required by Articles 13 and 14 of Regulation (EU) 2016/679 (or “*General Data Protection Regulation*” - “*GDPR*”), regarding the processing of personal data carried out by the Company within the framework of its “Whistleblowing Policy” adopted in compliance with (It.) Legislative Decree of 10 March 2023 no. 24<sup>1</sup> and, in particular, all activities and obligations related to the operation of the corporate system for handling whistleblowing reports.

The information below is provided to “reporting” persons and to all other persons potentially “concerned”, such as, for example, persons indicated as potentially responsible for unlawful conduct, any “facilitators” (as defined by the reference legislation), and any other person involved in the “Whistleblowing Policy” in various ways.

#### **1. Data controller**

The Data Controller is STAM Spa, via Piave 6, 31050 Ponzano Veneto (TV), tel. 0422-440100.

#### **2. Categories of personal data processed and purposes of the processing**

In accordance with these rules, the personal data may be acquired by the Company insofar as they are contained in whistleblowing reports, or in the acts and documents annexed thereto, received by it through the channels envisaged by the aforementioned Policy.

The receipt and handling of such reports may give rise to the processing of the following categories of personal data, depending on their content:

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<sup>1</sup> (It.) Legislative Decree implementing Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019.



- a) common personal data referred to in Art. 4(1) of the GDPR, including, for example, biographical data (name, surname, date and place of birth), contact data (landline and/or mobile telephone number, postal/e-mail address), job role/occupation;
- b) “special” personal data referred to in Art. 9 of the GDPR, including, for example, information relating to health conditions, political opinions, religious or philosophical beliefs, sexual orientation or trade union membership;
- c) “judicial” personal data referred to in Art. 10 of the GDPR, relating to criminal convictions and offences, or to related security measures.

With regard to the aforementioned categories of personal data, **we stress the importance that the reports forwarded should be free of information that is manifestly irrelevant for the purposes of the rules of reference**, inviting the reporting parties in particular to refrain from using personal data of a “special” and “judicial” nature unless deemed **necessary and unavoidable** for the purposes of the reports, in compliance with Article 5 of the GDPR.

The aforementioned information will be processed by the Company - the data controller - in accordance with the provisions of (It.) Legislative Decree no. 24/2023 and, therefore, as a general rule, in order to **carry out the necessary investigative activities aimed at verifying the validity of the reported facts and the adoption of the consequent measures**.

In addition, the data may be used by the data controller for **purposes related to the need to defend or ascertain its rights** in the context of judicial, administrative or extrajudicial proceedings and in the context of civil, administrative or criminal litigation arising in connection with the report made.

### 3. Legal bases of personal data processing

The legal basis for the processing of personal data is mainly the **fulfilment of a legal obligation** to which the data controller is subject - Art. 6, par. 1(c) of the GDPR - which, in particular, under the aforementioned legislation, is required to implement and manage information channels dedicated to receiving reports of unlawful conduct detrimental to the integrity of the Company and/or the public interest.

In the cases covered by the same rules, **specific and free consent** may be requested **from the reporting party** - pursuant to Art. 6, par. 1(a) of the GDPR - and, in particular, where there is a **need to disclose the identity of the person concerned**, or where there are plans to **record the reports collected verbally**, over the telephone or by voice messaging systems, or through direct meetings with the Person responsible for handling the reports.

The processing of “**special**” personal data, which may be included in reports, is based on the **fulfilment of obligations and the exercise of specific rights of the data controller and the data subject under employment law**, pursuant to Art. 9, par. 2(b) of the GDPR.



As for the purpose of establishing, exercising or defending a right in court, the relevant legal basis for the processing of personal data is the **legitimate interest of the Data Controller** in doing so, as set out in Art. 6, par. 1(f) of the GDPR; for the same purpose, processing of personal data of a “**special**” nature, if any, is based on Art. 9, par. 2(f) of the GDPR.

#### **4. Nature of provision of the personal data**

The provision of personal data is compulsory since, in accordance with the company’s “Whistleblowing Policy”, anonymous reports, i.e. reports from which the identity of the whistleblower cannot be established, are not taken into account. The personal data provided will be processed for the purpose of handling the report within the limits and with the guarantees of confidentiality imposed by the relevant legislation.

#### **5. Means of processing and data retention period**

The processing of personal data included in reports submitted in accordance with the “Whistleblowing Policy” will be based on the principles of fairness, lawfulness and transparency, as set out in Art. 5 of the GDPR.

The personal data may be processed by analogue and/or computerised/data transmission means for the purpose of storing, managing, and transmitting them; in any event, in application of appropriate physical, technical and organisational measures to guarantee their **security and confidentiality at every stage of the procedure, including the filing of the report and related documents** - without prejudice to the provisions of Art. 12 of (It.) Legislative Decree 24/2023 - with particular reference to the identity of the whistleblower, the persons involved and/or in any case mentioned in the reports, the content of the reports and the relevant documentation.

The reports received by the Company, together with the attached deeds and documents, will be kept for as long as necessary for their management and, in any case, as envisaged by the regulations, **for a period not exceeding five years from the date of the notification of their final outcomes**. After this deadline, the reports will be deleted from the system.

Consistently with the indications given in paragraph 1, personal data included in reports that are manifestly irrelevant for the purposes of the reports will be deleted immediately.

#### **6. Areas of communication and transfer of personal data**

The personal data collected may also be processed, within the framework of the “Whistleblowing Policy” and in furtherance of the purposes indicated, by the following third parties, formally appointed as Data Processors if the conditions set out in Art. 28 of the GDPR are met:

- providers of consultancy services and assistance in the implementation of the “Whistleblowing Policy”.



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Where applicable, the personal data may be passed on to the Judicial Authorities and/or Law Enforcement bodies who request them in the context of judicial investigations.

The personal data will be processed within the European Economic Area (EEA) and stored on servers located there.

Under no circumstances will the personal data be disseminated.

## **7. Rights of the data subject**

Each data subject has the right to exercise the rights referred to in Articles 15 et seq. of the GDPR, in order to obtain from the Data Controller, for example, access to their personal data, the rectification or erasure of such data or the restriction of the processing that concerns them, without prejudice to the possibility, in the absence of a satisfactory response, to lodge a complaint with the Italian Data Protection Authority.

In order to exercise such rights, it is necessary to submit a specific request in free form to the following addresses of the Data Controller: by e-mail to [stam@stam.it](mailto:stam@stam.it) or by post to STAM Spa, via Piave 6, 31050 Ponzano Veneto (TV), or to send to the same addresses the form available on the website of the Italian Data Protection Authority.

In this regard, we would like to inform you that the aforementioned rights of data subjects to the processing of personal data may be restricted pursuant to and for the purposes of Art. 2-undecies of (It.) Legislative Decree of 30 June 2003, no. 196 ("Privacy Code", as amended by (It.) Legislative Decree no. 101/2018), for such time and to the extent that this constitutes a necessary and proportionate measure, where their exercise may result in concrete and actual prejudice to the confidentiality of the identity of the reporting persons.

In such cases, the data subjects will in any case be entitled to refer the matter to the Italian Data Protection Authority so that the latter may assess whether the conditions for taking action under Article 160 of (It.) Legislative Decree no. 196/2003 are met.