**WRITTEN COMMUNICATION MODEL**

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| **Date**\***:** |  |
| **Surname/Name**Optional |  |
| **ID:**Optional |  |
| **Address:**Optional |  |
| **E-mail:**Optional |  |
| **Contact telephone:** |  |
| **Your relationship with the company**\***:**  |  Manager Supplier  Employee Other: \_\_\_\_\_\_\_\_\_\_\_ |
| **Report/Communicates** |
| **Place and facts/behaviour on which the communication is based\*:**Detailed description of the information, specifying dates, and phrases… |
| **Accompanying/supporting documentation (**Optional field**):** |
| **The informant REQUESTS the management of the above information following the entity's management procedure established for this purpose.** |
| NOTE: All fields marked with an asterisk (\*) are mandatory. |
| INFORMATION ON THE PROCESSING OF INFORMATION RECEIVED THROUGH THE INTERNAL INFORMATION CHANNEL CONCERNING PERSONAL DATA PROTECTION 1st LAYER (basic processing information)Controller: AL-FARBEN, S.A. Purpose of processing: to manage and process the information/communications received through the company's internal information channel under the approved management procedure.Your rights: access, rectification, portability, deletion, limitation and opposition.2nd CAPA (complete information on processing)Who is responsible for the processing of personal data?AL-FARBEN, S.A. is the Data Controller of the personal data of the Data Subject and informs you that this data will be processed in accordance with the provisions of Regulation (EU) 2016/679, of 27 April (GDPR), and Organic Law 3/2018, of 5 December (LOPDGDD), and therefore provides you with the following processing information.Purposes of processing, why do we process your personal data?For the proper management and processing of the information/communications received through the company's internal information channel and in accordance with the approved management procedure, to avoid any type of conduct contrary to the internal or external regulations of the entity.The legitimisation of the processing, why can we process your personal data?On the basis of the legal obligation set out in Article 10 of Law 2/2023 of 20 February, regulating the protection of persons who report regulatory infringements and the fight against corruption, to have an internal reporting system and more specifically, an internal reporting channel (article 6.1.c GDPR).Confidentiality of your identityIn accordance with article 33 of Law 2/2023 of 20 February on the protection of persons who report regulatory and anti-corruption offences, we inform you that your identity will in any case be kept confidential and will not be communicated to the persons to whom the facts reported relate or to third parties.Data retention criteria, for how long will we keep your personal data?We will retain your data for a maximum period of three months after notification of the irregularity if the facts have not been proven and provided that they are not necessary for other purposes or the purposes of evidence of due control and supervision in the prevention of offences. In the event that the facts are proven or there is sufficient evidence, the data will be kept for as long as the entity must exercise its rights before the courts of law, and when it is no longer necessary for this purpose, it will be deleted with appropriate security measures to guarantee the anonymity of the data or the total destruction of the data.Disclosure of data, to whom do we disclose your personal data?Unless legally obliged to do so, your data will only be communicated to the following categories of recipients: Courts, Tribunals and other possible dispute resolution bodies; State Security Forces and Corps; Notaries; and Registrars.We have signed the necessary confidentiality and personal data processing contracts with suppliers who need access to your personal data in order to provide the services we have contracted with them or who, due to the operation of our electronic services (website and e-mails) may have access to certain personal data, as required by law in order to protect your privacy (article 28.3 GDPR).Your rights, what are your rights under the GDPR?Right to withdraw your consent at any time. Right of access, rectification, portability and deletion of your data, and to limit or object to its processing. As well as the right to lodge a complaint with the supervisory authority (www.aepd.es) if you consider that the processing does not comply with the regulations in force.Contact details for exercising your rights:AL-FARBEN, S.A. Partida Torreta, s/n, - 12110 Alcora (Castellón). Contact details of the Data Protection Delegate: Alejandro Ros (dpo@torrecid.com). |