



PRIVACY NOTICE

Thank you for visiting this portal! At mateco, you will always find an open door should you witness or experience a compliance concern or should you need some advice. This privacy notice informs you about the processing of your personal data (data by which you may be directly or indirectly identified) in the context of your navigation in this portal.

1. Data Controller

The Data Controller is mateco Sàrl, a Luxembourg private limited liability company (*société à responsabilité limitée*) having its registered office at 7, rue Laïteschbaach, L-5324 Contern, registered with the R.C.S. Luxembourg under number B173589 (**mateco**).

Contact: privacy@mateco.lu

2. What personal data is processed?

Should you make usage of this portal, some information is automatically collected:

- Access data which include server log files (information about browser type and version, operating system, Internet service provider, date and time, use of the website, previously visited websites and newly accessed websites via the website and the IP address of the computer)

Please note that the server log files are not personally identifiable and therefore are not personal data. The IP address is, however, personally identifiable if it is permanently assigned when the Internet connection is used. The Internet provider can assign it to a person.

- mateco may process your name, address, contact details and professional title if you decide to disclose such personal data while using this portal.
- Other personal data such as the name, gender, contact details, address, title, country of any person named in the report may also be processed by mateco.

3. Cookies

Cookies are small text files that are stored on your computer when you visit a website. The stored cookies are assigned to the browser you are using. If the corresponding website is called up again, the web browser sends back the content of the cookies, thus making it possible to recognize the user.

Certain cookies are deleted when you log out or end the browser session ("transient cookies"). Other cookies are stored for a specified time or permanently ("temporary cookies" or "persistent cookies"). These cookies are erased automatically after a defined period.

You can delete the cookies in your browser's security settings at any time and configure the use of cookies according to your wishes. Should you do so, you may not be able to use all the functions of the website.

In principle, cookies are an online identifier without personal reference. The cookies only become personal data if the information generated by the cookies is merged with further data.

A distinction can be made between cookies that are necessary for the provision of the website and cookies that are necessary for other purposes such as range measurement, web analysis and market research.

Cookies that are necessary for the provision of the website include the following:

- Cookies that serve to identify or authenticate the user.
- Cookies that temporarily store certain user inputs (e.g., the content of an online form)
- Cookies that store certain user preferences (e.g., search or language settings)
- Cookies that are required for further website purposes (e.g., analysis cookies, cookies for advertising) are not used on this website.

4. For which purposes is your personal data processed and on which legitimacy grounds?

Processing necessary for purposes that are in mateco's legitimate interest:

- To process and to handle information pertaining to whistleblowing reports, request for advice in a secured and confidential manner. Such processing activity aims to detect and to prevent malpractice, and to avoid any damage to mateco's employees, customers and business partners.
- To ensure a proper performance of security analyses, the prevention of cybersecurity risks and the functionality of the website.

mateco will only process personal data that are necessary for those purposes, in compliance with applicable data protection laws and regulations, particularly with the article 6 para. 1 lit. f) EU-GDPR.

5. Who is your data with?

The following recipients may receive your data to the extent necessary:

- mateco compliance responsible, who are specifically trained to process confidential and sensitive information. They will examine the circumstances of the case and, if necessary, perform a further case-related clarification of the facts.
- While processing a report or in the course of a special investigation, it may be necessary to pass on information to other relevant mateco employees, who are all bound to confidentiality. The reporting's party consent will always be obtained before passing on information to mateco employees to deal with the matter.

- We are generally required by law to inform accused persons that we have received a report about them as soon as this information no longer jeopardizes the ability to pursue the report. Your identity as a whistleblower—as far as legally permissible—will not be disclosed.

Your personal data may be transferred outside the European Economic Area (EEA), which may have different rules regarding the protection of personal data. We always ensure that the relevant data protection regulations are complied with.

6. How long will your data be kept for?

mateco will keep your personal data for as long as is necessary for the clarification and final assessment of the information or existing contractual and/or statutory obligations have been fulfilled and statutory retention periods do not prevent erasure. The same applies if you revoked your consent.

7. What are your privacy rights?

In addition to the privacy rights granted by applicable laws and regulations, the following provides for additional information in relation to certain of your privacy rights.

- Right to information, rectification, erasure and restriction of processing. You may request to obtain, at no cost, within reasonable intervals and in a timely manner, the communication of your personal data being processed. You also have the right to rectify your personal data in case of inaccuracies or if they are not up to date anymore.
- You may request the deletion of personal data, without undue delay, when the use or other processing of such personal data is no longer necessary for the purposes described above, and in particular when consent relating to a specific processing has been withdrawn or where the processing is not or no longer lawful for other reasons.
- If you have given your consent to the processing of personal data for certain purposes, you may revoke this consent at any time with future effect. The revocation must be sent to the company at the contact address mentioned in point.
- Pursuant to Art. 21 GDPR, you also have the right, for reasons arising from your particular situation to object at any time to the processing of your data, which occurs in accordance with the legal basis of Art. 6 para. 1 lit. f) GDPR.
- No automated decision-making takes place as a result of the processing of your personal data described here. To the same extent, no profiling takes place.
- You can exercise your rights any time by contacting us at the following address: privacy@mateco.lu.

- Should you wish to make a complaint about how mateco processes your personal data, please make contact us in the first instance at the email address indicated above; your request will be processed as soon as possible. This is without prejudice to your right to file a complaint with the Luxembourg data protection authority or another European data protection authority (e.g., in your country of residence), should you have concerns about the processing of your personal data.

8. Miscellaneous

mateco may amend this Privacy Notice from time to time to ensure that you are fully informed about all processing activities in compliance with applicable data protection legislation.

Appropriate technical, physical and organizational measures have been implemented to protect personal data against accidental or unlawful destruction or loss, damage, alteration, unauthorized disclosure or access, and against all other forms of unlawful processing. No automated decisions will be made as a result of the personal data processed.

If you have any questions or requests, you may contact us at privacy@mateco.lu.

Luxembourg, 01 December 2023 (Last update)