



REPORT MANAGEMENT
INFORMATION ON THE PROCESSING OF PERSONAL DATA
ARTICLES 13 AND 14 OF EU REGULATION 679/2016
FOR THE WHISTLEBLOWER AND FOR THE PERSON INVOLVED

Officina Profumo Farmaceutica di Santa Maria Novella S.p.A. (hereinafter also referred to as just “**SMN**” or the “**Data Controller**”), as part of the process of managing reports of violations mentioned in Legislative Decree 24 of March 10, 2023, on “*Implementation of (EU) Directive 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons reporting breaches of EU law and laying down provisions concerning the protection of persons reporting breaches of national regulatory provisions*” (hereinafter “**Whistleblowing Report**” or “**Report**”), processes your personal data as a whistleblower (hereinafter the “**Whistleblower**”) or as a person mentioned in the Report i.e. as a person to whom the Report is attributed or as a person in any case involved (hereinafter “**Person Involved**”).

We therefore provide you with information relating to the processing of your personal data, pursuant to and for the purposes of art. 13 and, limited to the **People Involved**, referred to in art. 14 of EU Regulation no. 679/2016 (hereinafter “**GDPR**”).

	INFORMATION FOR WHISTLEBLOWERS	INFORMATION FOR PEOPLE INVOLVED
Data Controller	<p>Officina Profumo Farmaceutica di Santa Maria Novella S.p.A. with registered office in Via della Scala, 16 - 50123, Firenze, Italy in the person of the legal representative pro tempore domiciled at the Data Controller's headquarters.</p> <p>You can contact the Data Controller at the following addresses:</p> <ul style="list-style-type: none"> - by e-mail: privacy@smnovella.com - by ordinary mail: Via della Scala, 16 – 50123, Firenze, Italy <p>The Data Controller may appoint other subjects responsible for processing (hereinafter “Responsible Persons”), as well as persons authorised to carry out processing operations (hereinafter “Authorised Persons”). A complete and updated list of Responsible Persons and Authorised Persons is available by contacting the Data Controller at the addresses indicated above.</p>	
Data Protection Officer - DPO	<p>Pursuant to Article 37 of the GDPR, Officina Profumo Farmaceutica di Santa Maria Novella S.p.A. has also appointed a Data Protection Officer (“DPO”).</p> <p>You can contact the DPO at the following addresses:</p> <ul style="list-style-type: none"> - by e-mail: dpo@smnovella.com - by ordinary mail: Officina Profumo Farmaceutica di Santa Maria Novella S.p.A., Via della Scala 16 - 50123 Florence, Italy, to the attention of the Data Protection Officer. 	
Type of data processed	<p>As part of the management of Whistleblowing Reports, only if the Data Controller decides to reveal your identity, they can process personal data and in particular identification and personal data (including, by way of example and not limited to, name, surname, address and e-mail, images, voice, etc.) of the Whistleblower, as well as the</p>	<p>As part of the management of Whistleblowing Reports, the Data Controller may process the data contained in the Report and the elements collected in the related verification. In particular, the Data Controller may process personal data</p>



	<p>data contained in the Report and the elements collected during the verification. The Data Controller may also process particular categories of personal data (i.e. data capable of revealing racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of political parties, trade unions, associations or organisations of a religious, philosophical, political or trade union nature, as well as personal data suitable for revealing the state of health and sexual tendencies) and so-called "judicial" data (i.e. data relating to criminal convictions and crimes). We invite you to provide only the data necessary for the management of Whistleblowing Reports.</p> <p>Personal data that is clearly not useful for the processing of a specific Report, where possible, is not collected or, if collected accidentally, is deleted immediately.</p>	<p>(including identification and personal data, images) particular categories of personal data (i.e. data capable of revealing racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of political parties, trade unions, associations or organisations of a religious, philosophical, political or trade union nature, as well as personal data suitable for revealing the state of health and sexual tendencies) and so-called "judicial" data (i.e. data relating to criminal convictions and crimes).</p> <p>Personal data that is clearly not useful for the processing of a specific Report, where possible, is not collected or, if collected accidentally, is deleted immediately.</p>
Data source	Your data is collected directly from you when you send in a Report.	Your data is initially collected via a specific channel as part of the management of Whistleblowing Reports as a PersonInvolved. At a later time data may be collected following a specific investigation by the Data Controller.
Purpose of processing your data	<p>Your personal data will be processed, within the limits indicated above, for the purpose of receiving, analysing, documenting and managing the Whistleblowing Report, ascertaining the facts covered by it and adopting the consequent measures.</p> <p>If the Whistleblowing Report is deemed to be well founded, its contents will be used by the Data Controller to continue their investigations in order to ascertain the facts.</p>	
Method of processing your data	<p>The processing of your personal data takes place by means of personnel trained in the processing of personal data, specifically appointed as Authorised or Responsible Persons by the Data Controller within the scope of their respective functions or professional appointment. The processing of your personal data can also take place through the use of electronic instruments or tools that are automated, computerised and telematic, following logic that is in any case strictly related to the purposes mentioned above in order to guarantee the confidentiality and security of your personal data.</p> <p>The Company processes the data in compliance with the principles of lawfulness, correctness, transparency, accuracy, integrity and without excess, relevance and necessity with respect to the purposes pursued, guaranteeing the protection of your privacy and your rights.</p> <p>The Report may be made through the following channels:</p>	



	<ul style="list-style-type: none"> – online platform¹, accessible from the “Whistleblowing” section of the Company's website: https://eu.smnovella.com/it/pages/corporate – ordinary mail, to be sent to: Officina Profumo Farmaceutica di Santa Maria Novella S.p.A. - Via della Scala, 16 - 50123, Firenze (FI) – for the attention of the Supervisory Body; – meeting directly with the Supervisory Body. <p>The Report may be documented in the following ways:</p> <ul style="list-style-type: none"> – if a recorded voice messaging system is used, with the prior consent of the Whistleblower, the Report is <u>documented</u> by the Authorised Persons <u>by recording on a device suitable for storage and listening or by means of a full transcription</u>. In the case of transcription, the Whistleblower will be able to verify, rectify or confirm the content of the transcription by signing it; – when the Report is made orally during a meeting with the Authorised Persons, with the consent of the Whistleblower, the Report is <u>documented</u> by the Authorised Persons <u>by recording on a device suitable for storage and listening or by taking minutes</u>. In the case of minutes, the Reporter will be able to verify, rectify and confirm the minutes of the meeting by signing them. 	
Storage times	<p>Reports and related documentation are kept for the time necessary to process the Report and, in any case, for no longer than five years from the date of communication of the final outcome of the Report procedure. After these deadlines, the data will be deleted or rendered anonymous.</p>	
Provision of data and the consequences of any refusal	<p>When you send in a Report, the provision of your personal data is absolutely optional.</p> <p>If you have expressly decided to reveal your identity when sending in the Report, your personal data will only be processed for the management of the Whistleblowing Report and any consequent actions. The disclosure of your identity and any other information from which such identity can be deduced directly or indirectly, to people other than those competent to receive or follow up on the Reports, even in the context of disciplinary proceedings, is only possible with your prior consent. Furthermore, if the Report is made via a recorded voice messaging system or orally during a meeting with the Authorised Persons, proceeding with the documentation is only possible with your prior consent.</p>	N/A
Legal basis of the processing	<p>The legal basis for processing the data, including judicial data, for the purposes of receiving,</p>	<p>The legal basis for processing the data, including judicial data, for the purposes</p>

¹ The online platform allows you to report both in written and oral form via voice messaging, appropriately disguised and therefore made unrecognisable thanks to an integrated voice distortion system.



	<p>analysing and managing Whistleblowing Reports, as well as for ascertaining the facts covered by the Report and adopting the consequent measures, is to fulfil the provisions of Legislative Decree 24 of 10 March 2023, "Implementation of (EU) Directive 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons reporting breaches of EU law and laying down provisions concerning the protection of persons reporting breaches of national law" and subsequent amendments pursuant to art. 6(1)c) of the GDPR. The legal basis of the processing operations indicated below, on the other hand, is the consent given pursuant to art. 6(1)(a) of the GDPR; and in particular, for:</p> <ul style="list-style-type: none"> - revelation of your identity and any other information from which such identity can be deduced directly or indirectly, to persons other than those qualified to receive or follow up on Whistleblowing Reports; - revelation of your identity in disciplinary proceedings where the dispute is based, in whole or in part, on the Report and knowing your identity is indispensable for the defence of the person being accused; - documentation of the Report when it is made by means of a recorded voice messaging system orally during a meeting with the Authorised Persons. 	<p>of receiving, analysing and managing Whistleblowing Reports, as well as for ascertaining the facts covered by the Report and adopting the consequent measures, is to fulfil the provisions of Legislative Decree 24 of 10 March 2023, "Implementation of (EU) Directive 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons reporting breaches of EU law and laying down provisions concerning the protection of persons reporting breaches of national law" and subsequent amendments pursuant to art. 6(1)c) of the GDPR.</p>
<p>Categories of recipients</p>	<p>Your personal data and, more generally, all personal data communicated in the Whistleblowing Report, together with the supporting documentation, may be shared, to the extent strictly necessary, with the following parties who are bound to confidentiality:</p> <ul style="list-style-type: none"> a) The Supervisory Body as the competent body authorised to receive Reports and carry out the necessary investigations; b) The Board of Statutory Auditors for Reports addressed to it; c) Persons who are qualified to follow up on Reports; d) any external legal consultants who can provide consultancy to the Company in relation to the management of Whistleblowing Reports; e) any third party acting as Data Controller pursuant to art. 28 of the GDPR, who will provide the cloud application used by the Company for the management of Reports and who will retain the documentation uploaded to it, as well as the Whistleblowing Report itself; f) subjects, bodies or authorities – acting as independent data controllers – to whom we are obliged to communicate your personal data in accordance with legal provisions or orders from the authorities. 	



<p>Transfer of data to third countries</p>	<p>Personal data will not be transferred to countries located outside the European Union.</p>
<p>Rights of interested parties</p>	<p>As provided for in arts. 13 and 14 of the GDPR, you can at any time:</p> <ul style="list-style-type: none"> a) ask the Data Controller to access your personal data and rectify or erase them or limit how they are processed; b) revoke consent at any time without prejudice to the lawfulness of the Processing based on the consent given before the revocation; c) lodge a complaint with a supervisory authority. <p>The above rights can be exercised with a request addressed without formalities to the DataController at the following addresses:</p> <ul style="list-style-type: none"> - by e-mail: privacy@smnovella.com - by ordinary mail: Officina Profumo Farmaceutica di Santa Maria Novella S.p.A., Via della Scala, 16 – 50123, Firenze, Italy. <p>Note that the rights referred to in articles 15 to 22 of the GDPR cannot be exercised with a request to the Data Controller or with a complaint pursuant to article 77 of the GDPR if exercising these rights could result in real and effective prejudice:</p> <ul style="list-style-type: none"> - to defensive investigations or to exercising a right in court; - to the confidentiality of the identity of the person making a Report pursuant to Legislative Decree 24/2023 and subsequent amendments.

Florence, December 12, 2023

The Data Controller

Officina Profumo Farmaceutica
di Santa Maria Novella S.p.A.
l'Amministratore Delegato
Gian Luca Ferris