



**Forenede Holding A/S**

**WHISTLEBLOWER POLICY REGARDING  
FORENEDE GROUP'S WHISTLEBLOWER ARRANGEMENT**

Dated: 17-12-2021



## WHISTLEBLOWER POLICY

### 1 INTRODUCTION AND PURPOSE

- 1.1 This Whistleblower Policy describes the purpose of Forenede Group (hereinafter referred to as "Forenede") having introduced a Whistleblower Arrangement (hereinafter referred to as the "**Arrangement**"), how it works, who can make use of the Arrangement, and what may be reported through the Arrangement.
- 1.2 The Arrangement includes the following companies:
- Forenede Service A/S
  - Forenede Hotelservice A/S
  - Forenede Holding A/S
  - Forenede Care A/S
  - Forenede Care Krisecentre ApS
- 1.3 The purpose of the Arrangement is to ensure that a Whistleblower, as defined in this Whistleblower Policy, can swiftly and confidentially, through a special, independent and autonomous channel, report violations or potential violations within the scope of the Danish Act on the Protection of Whistleblowers (hereinafter referred to as the "**Whistleblower Act**"), allowing an independent and autonomous whistleblower unit to assess which steps are required in this respect.
- 1.4 Pursuant to Section 9 of the Whistleblower Act, Forenede Service A/S and Forenede Care A/S are as of 17 December 2021 obliged to establish a whistleblower arrangement (hereinafter referred to as the "**Mandatory Arrangement**"), whereas it has been decided to include Forenede Hotelservice A/S, Forenede Holding A/S and Forenede Care Krisecentre ApS in the whistleblower arrangement on a voluntary basis (hereinafter referred to as the "**Voluntary Arrangement**").
- 1.5 Different rules apply depending on whether a report is subject to the Mandatory Arrangement or the Voluntary Arrangement, and therefore it is important to read this Whistleblower Policy carefully before filing a report.
- 1.6 A report only concerning Forenede Service A/S and Forenede Care A/S is subject to the Mandatory Arrangement, whereas a report only concerning Forenede Hotelservice A/S, Forenede Holding A/S and Forenede Care Krisecentre ApS are subject to the Voluntary Arrangement. If a report concerns a company within both the Mandatory and the Voluntary Arrangement, the report belongs to the Mandatory Arrangement.
- 1.7 Sections 2-8 and 10-11 of the Whistleblower Policy are applicable to both the Mandatory and the Voluntary Arrangement, whereas section 9.2 only applies to reports under the Mandatory Arrangement. Section 9.3 only applies to the Voluntary Arrangement.
- 1.8 Hereinafter the Mandatory Arrangement and the Voluntary Arrangement are collectively referred to as the "**Arrangement**".

### 2 WHO CAN USE THE ARRANGEMENT?

- 2.1 The Arrangement can be used by persons who report information on violations to which the person in question has gained access in connection with his or her work-related activities, and who belong to the following categories of persons (hereinafter referred to as "**Whistleblower**"):
- (i) Employees
  - (ii) Self-employed persons



- (iii) Shareholders and members of the executive board, board of directors, or similar governing body in an undertaking.
  - (iv) Volunteers
  - (v) Paid or unpaid trainees
  - (vi) Persons working under the supervision and management of contracting parties, subcontractors, and suppliers.
  - (vii) Persons who are reporting or publishing information to which they have gained access in a work-related relationship that has ceased since then.
  - (viii) Persons in work-related relationships that have not yet commenced, who report information on violations to which they have gained access during the course of the recruitment process or other pre-contractual negotiations.
- 2.2 Persons listed under section 9.2.4 can also file reports under the Arrangement (for instance an intermediary assisting the Whistleblower with the reporting process in a work-related context).
- 2.3 Persons not included in the categories of persons stated in sections 2.1 or 9.2.4 cannot file reports under the Arrangement, but have to report through ordinary communication channels. If the conditions are otherwise fulfilled in this respect, reports can be filed through the external whistleblower system of the Danish Data Protection Agency, as described in section 10.

### **3 WHAT MAY BE REPORTED THROUGH THE ARRANGEMENT?**

- 3.1 The Arrangement is open for reports regarding violations of EU law within the scope of application of the Whistleblower Directive (see section 3.4 (i)) as well as reports regarding serious offences or other serious matters (see section 3.4 (ii)).
- 3.2 "Violations" means acts or omissions that
- a) are illegal or constitute a serious offence or other serious matters comprised by section 3.4; or
  - b) allow circumventions of the purpose of the rules under section 3.4.
- 3.3 Any information may be reported, including reasonable suspicion about actual or potential violations or serious matters comprised by section 3.4 which have occurred or most probably will occur at Forenede, as well as any attempts to cover up such violations.
- 3.4 The report must concern violations or potential violations within the scope of the Whistleblower Act, defined as acts or omissions which:
- (i) are serious offences or other serious matters, like for instance:
    - Violation of any duty of confidentiality
    - Abuse of financial means
    - Theft
    - Deceit
    - Embezzlement
    - Fraud
    - Bribery
    - Violation of industrial safety rules
    - Any form of sexual harassment



- Severe harassment, e.g. bullying, violence, and harassment due to race, political or religious affiliation.
- (ii) are illegal pursuant to EU law within a number of specific areas, including for instance:
- Public procurement
  - Money-laundering
  - Product safety and compliance
  - Transport safety
  - Food and feed safety
  - Animal health and welfare
  - Protection of the environment
  - Public health
  - Consumer protection
  - Protection of privacy and personal data
  - Security of network and information systems.

In this connection, reference is made to this [list](#) containing information on the legislation that is covered by the Arrangement.

3.5 The Arrangement may only be used for reporting violations or potential violations in relation to the issues described in section 3.4 that have occurred or most probably will occur in Forenede's organisation, committed for instance by employees, executive board, or members of the board of directors of Forenede. In connection with reports on incidents committed by Forenede, please note that such incidents may be reported although the incident cannot be attributed to an individual person but may be due to a basic systemic failure at Forenede.

3.6 Offences that are not comprised by the Arrangement must be reported through ordinary communication channels. If the conditions are otherwise fulfilled in this respect, reports can be filed through the external whistleblower system of the Danish Data Protection Agency, as described in section 10.

## **4 CONTENTS OF THE REPORT**

4.1 To facilitate further investigation of the reported issue, and to be able to identify the offence, it is important that the Whistleblower describes the offence in the best possible way. It is thus not possible to make any further investigations of a report if the report is not specified or if it only contains very general allegations without any further clarification.

4.2 Therefore, it is important that the Whistleblower - to the utmost extent - provides the following information:

- a description of the matter;
- the person(s) involved;
- whether others are aware of the suspicion about the matter;
- whether the executive board knows about the matter;
- whether documents exist that support the matter;
- whether and where further information may be found about the matter;



- for how long the matter has gone on; and
- whether the Whistleblower knows about any attempts to hide the offence.

4.3 Manifestly unfounded reports will not be investigated further.

## 5 HOW CAN A REPORT BE SUBMITTED AND WHO IS TO RECEIVE THE REPORT?

5.1 Forenede has appointed a whistleblower unit that

- (a) will receive the reports and be in contact with the Whistleblower;
- (b) will follow-up on the reports; and
- (c) give feedback to the Whistleblower.

5.2 The whistleblower unit in charge of the tasks mentioned in section 5.1 consists partly of two lawyers from Plesner Law Firm (hereinafter "**Plesner**"), and partly of an impartial group of persons at Forenede.

5.3 Written reports are submitted through Plesner's Whistleblower Arrangement that can be found on Forenede's website: <https://whistleblower.plesner.com/direct.aspx?c=ForenedeDK>

5.4 Written reports are received by two lawyers at Plesner Law Firm. Plesner will make a legal capacity assessment of the persons of the whistleblower unit who are able to process the report, after which the report will be forwarded to the relevant persons (hereinafter referred to as "**Case Managers**") at Forenede. Before forwarding the report, Plesner will assess whether the report falls within the scope of application of the Arrangement.

5.5 It is only possible to submit written reports under the Arrangement.

5.6 The whistleblower unit will treat all written reports as confidential.

5.7 The Case Managers appointed to receive and follow up on the reports are subject to a duty of confidentiality regarding the information contained in the reports.

## 6 ANONYMITY

6.1 Forenede encourages the Whistleblower to state his or her name when submitting a report so that the Case Managers are able to ask clarifying questions and subsequently provide feedback on the further course of the investigation. However, anonymous communication between Plesner and a Whistleblower who chooses to be anonymous is possible (see section 6.4 and 6.5).

6.2 If the Whistleblower chooses to submit an anonymous report, it is recommended - to ensure full anonymity - that the Whistleblower uses a private PC or, for instance, a PC located at a public library.

6.3 Plesner will make a communication module available, allowing the Whistleblower to communicate with Plesner for the purpose of providing additional information about the reported issue, which Plesner will then pass on to the Case Managers.

6.4 If the Whistleblower chooses to submit an anonymous report, it is possible for the Whistleblower to communicate with Plesner through the communication module. The Whistleblower can provide additional information to Plesner through the communication module and remain anonymous. In connection with the reporting, a one-off code is generated which, in order to safeguard the anonymity, cannot be re-created. Therefore, it is **important** that the Whistleblower keeps the code and remembers to log on the communication module to communicate with the whistleblower unit.

6.5 The communication module can be accessed through the above-mentioned link under the Arrangement (see section 5.3) to log on the communication module. If the Whistleblower chooses



to be anonymous, it is important that the Whistleblower regularly enters the communication module to check whether Plesner has asked any questions. If the Whistleblower is anonymous, Plesner is not able to come into contact with the Whistleblower in any other ways, for instance to inform the Whistleblower that additional questions etc. have been submitted.

## **7 INFORMATION TO THE WHISTLEBLOWER**

7.1 The Whistleblower will receive:

- an acknowledgement of receipt of the report within three (3) days of that receipt; and
- feedback soonest possible and in principle within three (3) months from the acknowledgement of receipt of the report.

7.2 "Feedback" means a notification about the measures taken by Forenede to assess the correctness of the allegations made in the report and, where relevant, to counter the reported offence. The feedback provided by the whistleblower unit must, at any time, observe the rules under data protection law, which may entail limitations in relation to the contents of the feedback to the Whistleblower.

7.3 Depending on the circumstances, an extension of the timeframe for the feedback may be required, where necessary due to the specific circumstances of the case, in particular the nature and complexity of the report, which may require a lengthy investigation. If this is the case, the Whistleblower must be notified in this respect.

## **8 INFORMATION TO AND PROTECTION OF THE PERSON CONCERNED**

8.1 After a preliminary investigation has taken place and all relevant evidence has been secured, the reported person will for instance be informed about:

- the identity of the Case Manager(s) responsible for the investigation of the report; and
- the issues of the report.

8.2 Pursuant to the Whistleblower Act, the reported person is entitled to protection of his or her identity during the case management and has a right to effective defence. These rights may not be waived by agreement to the detriment of the reported person.

8.3 Under certain circumstances, the reported person will also have the right of access to information about the Whistleblower's identity where necessary for the reported person to exercise his or her right to an effective defence (see section 9.2.6).

8.4 Otherwise, Forenede observes the rights of the reported person under the General Data Protection Regulation. Reference is made to Forenede's Privacy Policy for the Whistleblower Arrangement for each of the companies Forenede Service A/S, Forenede Hotelservice A/S, Forenede Holding A/S, Forenede Care Krisecentre ApS and Forenede Care A/S. The Privacy Policy contains further information on the processing of personal data and the rights of the data subject.

## **9 PROTECTION OF THE WHISTLEBLOWER**

9.1 **In General**

9.1.1 Different rules apply, depending on whether the Whistleblower is reporting under the Mandatory Arrangement or the Voluntary Arrangement.

9.2 **The Mandatory Arrangement**

9.2.1 Pursuant to the Whistleblower Act, Whistleblowers are protected against retaliation when submitting a report to the Arrangement. Such protection only applies if the following conditions are fulfilled:



- The person submitting the report meets the conditions to be considered a whistleblower (see section 2).
- The Whistleblower had reasonable grounds to believe that the reported information was correct at the time of reporting.
- The reported information falls under the scope of application of the Whistleblower Act (see section 3.4).

9.2.2 "Retaliation" means unfavourable treatment or unfavourable consequences as a reaction to a report. This may be suspension, dismissal, demotion, or equivalent measures.

9.2.3 If the Whistleblower submits a report in bad faith and is fully aware of the fact that the reported information is not correct, the Whistleblower is not protected against retaliation. Depending on the circumstances, the Whistleblower can be sanctioned with a fine if he or she has deliberately submitted false reports. If the Whistleblower is employed by Forenede, it may also have employment-related consequences, entailing inter alia the summary dismissal of the Whistleblower.

9.2.4 In addition to the group of persons mentioned in section 2.1, the protection described in this section 9.2 also applies to the following persons or entities:

- 1) Intermediaries
- 2) Third parties who are connected to the Whistleblower and who risk being subject to retaliation in a work-related context (e.g. a colleague).
- 3) Undertakings and authorities which the Whistleblower owns or works for or is otherwise connected with in a work-related context (e.g. an undertaking owned by the Whistleblower).

9.2.5 Information about the identity of the Whistleblower or any other information that directly or indirectly may reveal the Whistleblower's identity will only be disclosed to other persons than the whistleblower unit after having obtained prior explicit consent from the Whistleblower.

9.2.6 However, information on the Whistleblower's identity may be revealed without consent to other public authorities where this is necessary for the prevention of offences (e.g. a criminal act that has not yet been committed), or with a view to safeguarding the rights of defence of the persons concerned. If the identity of the Whistleblower is disclosed without consent, the Whistleblower will be informed accordingly and be provided with the grounds for the disclosure, unless such information would jeopardize the related investigations or judicial proceedings. Concerning the disclosure of the Whistleblower's identity, reference is also made to section 8.3.

9.2.7 The identity of the Whistleblower may also be revealed in connection with legal proceedings regarding the reported matter.

9.2.8 If the Whistleblower has deliberately revealed his or her identity in connection with a publication of the reported matter, the special considerations regarding the protection of the Whistleblower's identity are not applicable. In such cases, information on the Whistleblower's identity may be passed on pursuant to the rules under the General Data Protection Regulation.

9.2.9 Other information from the report, i.e. information not revealing the Whistleblower's identity, will only be disclosed to persons outside the whistleblower unit as part of a follow-up on the report or for the purpose of preventing a potential offence in relation to the issues described in section 3.4.

9.2.10 If the whistleblower unit collects additional information in connection with the processing of the report, such information is not covered by the provisions of the Whistleblower Act, such as the special duty of confidentiality. Such information will thus be subject to the general rules on the reported person's right of access pursuant to Section 22 of the Danish Data Protection Act. Therefore, the duty of confidentiality only pertains to the information contained in the reports.



## 9.3 The Voluntary Arrangement

- 9.3.1 A Whistleblower reporting in good faith under the Voluntary Arrangement will not be subject to retaliation (see further section 9.2.2). However, a Whistleblower who submits a report in bad faith, fully aware of the fact that the reported information is not correct, will not be protected against retaliation etc.
- 9.3.2 However, it is important to note that the Whistleblower reporting in good faith under the Voluntary Arrangement will not be covered by the Danish Whistleblower Act and the mandatory protection afforded therein.
- 9.3.3 In principle, the identity of the reporting person will not be disclosed to the person who is subject of the report. However, in this connection please note that pursuant to Article 15 of the General Data Protection Regulation, the data subject has a general right to access, unless - pursuant to Section 22 of the Danish Data Protection Act - an exemption can be made to the data subject's request in this respect. Furthermore, the identity of the Whistleblower can be revealed if it turns out that a false report has been knowingly submitted or if Forenede is under an obligation to publish the information.
- 9.3.4 Also, the identity of the Whistleblower can be revealed in connection with any subsequent legal proceedings concerning the reported issue.

## 10 EXTERNAL WHISTLEBLOWER SYSTEMS

- 10.1 A Whistleblower who intends to submit a report under Arrangement may instead choose to file the report through the external whistleblower system of the Danish Data Protection Agency - for instance, if the Whistleblower fears retaliation. The external whistleblower system of the Danish Data Protection Agency can be reached through <https://whistleblower.dk/indberet>.
- 10.2 It is emphasized that the Whistleblower is free to choose to submit a report through the Arrangement or through the external whistleblower system of the Danish Data Protection Agency.

## 11 DATA SECURITY AND DATA STORAGE

- 11.1 Forenede will register all reports received under the Arrangement. The registration takes place in accordance with the provisions of the Whistleblower Act. Forenede will store a report as long as necessary and proportionate in order to comply with the requirements imposed by Danish law.
- 11.2 Forenede and Plesner will process all information reported through the Arrangement, including information on persons reported through the Arrangement, in accordance with applicable law in force at any time.
- 11.3 All reports will be stored properly, and it will only be possible for relevant persons of the whistleblower unit to access the information.
- 11.4 A report falling outside the scope of the Arrangement will be immediately forwarded to Forenede's HR manager and closed in the Arrangement.
- 11.5 In principle, reports will be deleted from the Arrangement 45 days after Forenede has finalized the processing, unless Forenede has legitimate reasons to continue the storage, e.g. if required by other legislation, or if there is reason to believe that the report may be corroborated by subsequent reports on the same issue.
- 11.6 If the matter is reported to the police or another authority, the report will be closed in the Arrangement immediately after the case has been closed by the authorities in question.
- 11.7 If - on basis of the collected data - a disciplinary sanction is implemented against the reported person, or if there are other grounds justifying and requiring the continued storage of the data on





the person concerned, such data will be stored, where an employee is involved, in the employee's personnel file.

- 11.8 Otherwise, the information is stored in accordance with the deletion policy of each of the companies Forenede Service A/S, Forenede Hotelservice A/S, Forenede Holding A/S, Forenede Care Krisecentre ApS and Forenede Care A/S.

## **12 QUESTIONS**

- 12.1 If you have any questions regarding this Whistleblower Policy, you are welcome to contact Forenede Service Head of HR, Helle Snedker, at [HSNE@forenede.dk](mailto:HSNE@forenede.dk) or Forenede Care Head of quality, Annette Jellesmark, at [ANNJ@forenede-care.dk](mailto:ANNJ@forenede-care.dk).

## **13 UPDATING**

- 13.1 This Whistleblower Policy has been updated on or before: *December 2021*

## **PRIVACY POLICY FOR WHISTLEBLOWER ARRANGEMENT**

### **FORENEDE HOLDING A/S**

This Privacy Policy explains how Forenede Holding A/S ("**Forenede**", "**we**" or "**us**") processes personal information in connection with reports to Forenede's Whistleblower Arrangement.

Below is a description of the personal data processing that takes place and the rights you have if you are reported through the Whistleblower Arrangement, as well as your rights if you use the Whistleblower Arrangement to report another person.

Reference is also made to Forenede's Whistleblower Policy, containing information about who can submit reports and who can be reported.

This policy only concerns the handling and the investigation of reports submitted through the Whistleblower Arrangement. Therefore, this policy must - in relation to employees - be seen in connection with Forenede's other relevant policies and procedures.

#### **1 DATA CONTROLLER**

The legal entity responsible for the processing of your personal information is:

Forenede Holding A/S

CVR.nr.: 36150513

Buddingevej 312 - 316

2860 Søborg

## 2 DESCRIPTION OF THE PROCESSING

### Voluntary Whistleblower Arrangement

The following is a description of how Forened will process information on Whistleblowers submitting reports through the Voluntary Arrangement as well as on Reported Persons in connection with reports to the Voluntary Arrangement.

Purpose	Categories of Personal Data	Legal Basis for the Processing	Recipients	Data Retention
<p><b>#1</b> Handling and investigation of reports under the <b>Voluntary Arrangement</b> of Forened regarding:</p> <ul style="list-style-type: none"> <li>The Reported Person</li> </ul>	<p>We can process the following personal data categories about you:</p> <p><u>Ordinary personal data:</u></p> <ul style="list-style-type: none"> <li>Name, email, telephone number,</li> <li>Other information included in the report.</li> </ul> <p><u>Sensitive information,</u> including information on sexual matters, may be included in the processing.</p>	<p>We process your personal data on the following bases:</p> <ul style="list-style-type: none"> <li>GDPR, Article 6.1.f: Necessary for the purposes of the legitimate interests pursued by Forened to investigate reports under the Whistleblower Arrangement;</li> <li>GDPR, Article 9.2.f: Necessary for the establishment, exercise, or defence of legal claims;</li> <li>Section 8 of the Danish Data Protection Act regarding information on criminal offenses and convictions.</li> </ul>	<p>We can share your personal information with:</p> <ul style="list-style-type: none"> <li>Plesner Law Firm</li> <li>Forened Service A/S</li> <li>Forened Hotelservice A/S</li> <li>Forened Care A/S</li> <li>Forened Care Krisecentre ApS</li> <li>IT suppliers</li> <li>External advisors</li> <li>The police</li> <li>Public authorities, e.g. the Danish Financial Supervisory Authority, the Danish Data Protection Agency, or relevant tax authorities.</li> </ul>	<p>We will retain personal data for as long as it is necessary for the purposes listed.</p> <ul style="list-style-type: none"> <li>The data are retained for as long as the investigation is in progress. The retention period depends on the outcome of the investigation.</li> <li>Reports submitted to the Arrangement are in principle deleted after 45 days, unless Forened has legitimate reasons for continued retention.</li> <li>Reports falling outside the scope of the Arrangement, but not appearing to be unfounded, will be passed on to Forenedes HR manager where they will be processed in accordance with Forenedes relevant policies and procedures.</li> <li>Reports turning out to be unfounded will be immediately closed in the Arrangement and deleted within 45 days after having been deemed to be unfounded.</li> <li>If a report is conveyed to the police or another public authority, the data will be retained for at least as long</li> </ul>
<p><b>Sources</b></p> <p>We can collect information from the following sources:</p> <ul style="list-style-type: none"> <li>Plesner Law Firm</li> <li>Employees of Forened</li> <li>Self-employed persons</li> <li>Shareholders and members of the executive board, board of directors, or similar governing body in the undertaking</li> <li>Volunteers</li> <li>Paid and/or unpaid trainees</li> <li>Persons working under the supervision and management of contracting parties, suppliers, and sub-suppliers</li> <li>Persons who are reporting information to which they have gained access in a work-</li> </ul>	<p><u>Information on criminal offences or possible criminal offences</u> may also be included in the processing.</p>			



<p>related relationship that has ceased since then.</p> <ul style="list-style-type: none"> <li>Persons in work-related relationships that have not yet commenced, who report information on violations to which they have gained access during the course of the recruitment process or other pre-contractual negotiations.</li> </ul>				<p>as the investigation is in progress at the police/public authority.</p> <ul style="list-style-type: none"> <li>Otherwise, the data will be stored in accordance with Forenede's deletion policy.</li> </ul>
<b>Purpose</b>	<b>Categories of Personal Data</b>	<b>Legal Basis for the Processing</b>	<b>Recipients</b>	<b>Data Retention</b>
<p><b>#2</b> Handling and investigation of reports under the <b>Voluntary Arrangement</b> of Forenede regarding:</p> <ul style="list-style-type: none"> <li>The Whistleblower</li> </ul> <p>If there is suspicion of the report being deliberately false, this purpose also comprises investigation of the Whistleblower.</p>	<p>We can process the following categories of personal data about you, provided that your report is not anonymous:</p> <p><u>Ordinary personal data:</u></p> <ul style="list-style-type: none"> <li>Name, email, telephone number,</li> <li>The contents of your report.</li> </ul> <p>As a rule, no sensitive information about you will be processed as part of the handling of the report - unless you choose to provide such information yourself.</p> <p>However, information on criminal offences or possible criminal offences may be included in the processing if there is a suspicion that the submitted report is deliberately false.</p>	<p>We process your personal data on the following bases:</p> <ul style="list-style-type: none"> <li>GDPR, Article 6.1.f: Necessary for the purposes of the legitimate interests pursued by Forenede to investigate reports under the Whistleblower Arrangement;</li> <li>GDPR, Article 9.2.b: Necessary for the purpose of carrying out obligations in the field of employment, social security and social protection), cf. Sections 7 (2) and 12 of the Danish Data Protection Act.</li> <li>GDPR, Article 9.2.f: Necessary for the establishment, exercise, or defence of legal claims;</li> <li>Section 8 of the Danish Data Protection Act regarding information on criminal offenses and convictions.</li> </ul>	<p>We can share your personal information with:</p> <ul style="list-style-type: none"> <li>Plesner Law Firm</li> <li>Forenede Service A/S</li> <li>Forenede Hotelservice A/S</li> <li>Forenede Care A/S</li> <li>Forenede Care Krisecentre ApS</li> <li>IT suppliers</li> <li>External advisors</li> <li>The police</li> <li>Public authorities, e.g. the Danish Financial Supervisory Authority, the Danish Data Protection Agency, or relevant tax authorities.</li> </ul>	<p>We will retain personal data for as long as it is necessary for the purposes listed.</p> <ul style="list-style-type: none"> <li>The data are retained for as long as the investigation is in progress. The retention period depends on the outcome of the investigation.</li> <li>Reports submitted to the Arrangement are in principle deleted after 45 days, unless Forenede has legitimate reasons for continued retention.</li> <li>Reports falling outside the scope of the Arrangement, but not appearing to be unfounded, will be passed on to Forenedes HR manager where they will be processed in accordance with Forenedes relevant policies and procedures.</li> <li>Reports turning out to be unfounded will be immediately closed in the Arrangement and deleted within 45 days after having been deemed to be unfounded.</li> <li>If a report is conveyed to the police or another public authority, the data will be retained for at least as long</li> </ul>
<b>Sources</b>				
<p>We can collect information from the following sources:</p> <ul style="list-style-type: none"> <li>Plesner Law Firm</li> <li>You</li> </ul>				

				<p>as the investigation is in progress at the police/public authority.</p> <ul style="list-style-type: none"> <li>• Otherwise, the data will be stored in accordance with Forenede's deletion policy.</li> </ul>
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### **3 INFORMATION TO THE REPORTED PERSON AND RECTIFICATION**

If you are subject to a report submitted through the Whistleblower Arrangement, you will be notified as soon as possible after an initial investigation has taken place and all relevant evidence is secured. In this connection, you will receive information about:

- The identity of the person(s) who is/are responsible for the investigation of the report
- A description of the contents of the report

As mentioned below in the section about your general rights, you have a right of access to the report that was submitted about you. However, your right to access to the report might be limited in accordance with the Danish Whistleblower Act.

You also have the right to request rectification of the information in the report if you believe this to be false, misleading, or incomplete. If your request in this respect cannot be met, the information will be supplemented with your comments.

### **4 CONSEQUENCES OF THE PROCESSING**

Reports and investigation of reports to the Whistleblower Arrangement may have significant consequences for the person who is reported, as reports concern violations or suspected violations of the law, as further outlined in the separate guidelines for the Arrangement.

Likewise, a report to the Whistleblower Arrangement may have significant consequences for the person who has submitted the report in case of a deliberately false report. Such cases may have criminal consequences.

### **5 TRANSFERS TO COUNTRIES OUTSIDE THE EU/EEA**

Your personal data will not be transferred to countries outside the EU/EEA.

## **6 YOUR GENERAL RIGHTS**

You have the following rights:

- You have the right to request access to and rectification or deletion of your personal data.
- You also have the right to object to the processing of your personal data and have the processing of your personal data restricted.
- You have the right to receive the personal information provided by yourself in a structured, commonly used and machine-readable format (data portability).
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency.

You are furthermore entitled to dispute our processing of your personal data in the following events:

- If our processing of your personal data is based on the GDPR, Article 6.1 (e) (public interest or exercise of official authority) or Article 6.1 (f) (balancing of interests), see above under legal basis for the processing, you are, at any time, entitled to dispute such processing for reasons related to your particular situation.

There may be conditions or limitations on these rights, e.g. you may not be entitled to deletion of your personal data in a specific case – this depends on the specific circumstances of the processing activities.

You can make use of your rights by contacting contract lawyer, Inger Haaknel, at [INHA@forenede.dk](mailto:INHA@forenede.dk)

## **7 IT POLICY**

For employees of Forenede, reference is made to Forenede's staff manual/IT Policy containing information on Forenede's IT and email policy.

## **8 QUESTIONS**

If you have any questions regarding this policy, please feel free to contact HEAD of HR, Helle Snedker, at [HSNE@forenede.dk](mailto:HSNE@forenede.dk)

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