



WHISTLEBLOWING PROCEDURE

REV.	DATE	APPROVED BY
0	06.12.2023	Board of Directors
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WHISTLEBLOWING PROCEDURE IN FORCE SINCE 17.04.2025



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1. INTRODUCTION

On 30 March 2023, Legislative Decree no. 24 of 2023 headed '*Implementation of Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law and on provisions concerning the protection of persons who report breaches of national laws*', which introduced a new system for reporting breaches, providing for a common discipline for public and private organisations came into force.

CSM MACHINERY srl, although not subject to the obligation under the above-mentioned legislation, has decided to adopt the protection system known as 'Whistleblowing'.

"Whistleblowing" means the reporting of any information concerning the violations mentioned in Section 4.1 of this Procedure.

No negative consequences accrue to a person who has made a Report in good faith and the confidentiality of the identity of the reporting party is ensured. Any act of retaliation against the whistleblower is also prohibited.

2 REFERENCES AND DEFINITIONS

2.1 REFERENCES

- EU Data Protection Regulation 2016/679 ('General Data Protection Regulation - GDPR') and Privacy Code ('Privacy Code' or 'Code'): Legislative Decree 196/2003 amended and updated by Legislative Decree 101/2018 on "Provisions for the adaptation of national legislation to the provisions of EU Regulation 2016/679";
- Legislative Decree 231/2001;
- Violations of the Code of Ethics;
- Criminal code.

2.2 DEFINITIONS

<i>Company</i>	CSM MACHINERY srl unipersonale
<i>Reporting Officer</i>	Person in charge of receiving, analysing, verifying reports, also with the possible support of other corporate departments. In the present case: external subject (Dr. Anita Scorza). It is not up to the Whistleblower to ascertain individual responsibilities, whatever their nature, nor to carry out legitimacy or merit checks on acts and measures adopted by the reported entity, otherwise they risk encroaching on the purview of the persons in charge of such matters within each entity or of the courts.
<i>Reporting party</i>	A person who makes a report of an offence or irregularity of which he/she has become aware in his/her work context.
<i>Reported party</i>	Person attributed with committing the offence/irregularity that is the subject of the report.





<i>Whistleblowing</i>	A tool that allows any individual to report misconduct, even alleged misconduct, of which he/she has become aware within his/her work context.
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3. ADDRESSEES

The persons who can make the reports, the so called Reporting Parties, are:

- shareholders and persons with functions of administration, management, control, supervision or representation of the Company (the so-called Corporate Bodies, e.g. Shareholders' Meeting, Board of Directors, Board of Statutory Auditors, etc.);
- the Company's employees;
- workers or collaborators working for private-sector entities that provide goods or services or carry out works for third parties;
- self-employed workers and holders of a collaboration relationship working for the Company;
- freelancers and consultants working for the Company;
- volunteers and trainees, paid and unpaid, who work for the Company.

Protection for Reporting Parties operates even if the legal relationship has not begun, during the probationary period or after termination of the relationship, if the information is acquired in the course of the relationship.

The protections granted to Reporting parties are also extended to the entities owned by the reporting party or which the same persons work for (e.g. the employee of a company providing a supply service), as well as to the entities operating in the same work environment as the aforementioned persons (e.g. the latter situation could occur in the private sector in the case of partnerships between companies).

4. SUBJECT AND CONTENT OF REPORTS

4.1 SUBJECT OF REPORTS

Reports may concern:

- ✓ **violations of national law:**
 - administrative, accounting, civil or criminal offences occurring in the corporate context;
 - unlawful conduct relevant to the application of Legislative Decree No. 231 of 2001, i.e. the offences for which Legislative Decree No. 231/2001 applies;
 - violations of the Code of Ethics.
- ✓ **violations of EU law:**
 - offences (always occurring in the business context) committed in breach of the EU legislation listed in Annex 1 to Legislative Decree no. 24/2023 and all the national provisions implementing them (even if these are not expressly listed in the aforementioned annex) and which relate to the following areas: public procurement, services, products and financial markets and prevention of money laundering and terrorist financing; product safety and compliance; transport safety; environmental protection; radiation protection and nuclear safety; food and feed safety and animal health and welfare; public health; consumer protection; privacy and personal data protection and network and information system security;





- acts or omissions affecting the interests of the European Union (art. 325 TFEU, fight against fraud and illegal activities affecting the EU's financial interests) as identified in EU regulations, directives, decisions, recommendations and opinions. Such as fraud, corruption and any other illegal activity related to EU expenditure;
- acts or omissions affecting the internal market that jeopardise the free movement of goods, persons, services and capital in the internal market, including violations of EU rules on: (a) competition; (b) state aid; (c) corporate tax and mechanisms whose purpose is to obtain a tax advantage that frustrates the object or purpose of the applicable corporate tax law;
- acts or conduct that frustrate the object and purpose of the EU provisions in the areas mentioned above.

Information on violations must relate to conduct, acts or omissions of which the reporting party or whistleblower has become aware in the work context.

4.2 EXCLUSIONS

No reports with content other than that mentioned above are allowed.

In particular, the following **are not allowed**:

- a) disputes, claims or demands of a personal nature, which relate to individual working relations or relations with hierarchically superior figures, colleagues or co-workers. This excludes, for instance, reports concerning labour disputes and pre-litigation phases, discrimination between colleagues, interpersonal conflicts between the reporting party and another worker or with hierarchical superiors, reports concerning data processing carried out in the context of the individual employment relationship in the absence of injury to the public interest or to the integrity of the public administration or private body;
- b) reports of violations already regulated by special laws, already regulated by EU regulations or EU directives that have already been transposed, which already ensure appropriate reporting procedures. The European Union, in fact, has long recognised in a significant number of legislative acts, in particular of the financial services sector, the value of the protection of reporting parties with the obligation to activate internal and external reporting channels while also placing an explicit prohibition on retaliation (think, for example, of the market abuse reporting procedures set out in Regulation (EU) No 596/2014 of the European Parliament and of the Council to the Commission Implementing Directive (EU) 2015/2392 adopted on the basis of the aforementioned Regulation);
- c) reports on security and defence, defence procurement and national security. Since national security is an exclusive competence of the Member States, the subject matter is not included in the scope of Directive (EU) 2019/1937 and, consequently, in Legislative Decree No. 24/2023, which implements it.

4.3 CONTENT OF REPORTS

Reports must be made in good faith, be well-founded or at least based on factual evidence.
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The following must be clear:

- the circumstances of time and place in which the reported event occurred;
- description of the event;



- personal details or other elements enabling identification of the person that the reported events can be attributed to.

To this end, therefore, the reporting party must:

- precisely describe the event being reported;
- indicate the person(s) held responsible for the violation(s), as well as any other persons involved and/or who may report the event;
- describe the circumstances of time and place in which the reported event occurred;
- attach all available documents in support of the report;
- provide all useful elements for reconstructing the event and ascertaining whether the report is well-founded.

If what is reported is not adequately substantiated, the reporting officer may request additional information from the reporting party through the dedicated channel or even in person, if the reporting party has requested a face-to-face meeting.

4.4 ANONYMOUS REPORTING

Reports from which the identity of the reporting party cannot be established are considered anonymous. Anonymous reports, where substantiated, are treated as ordinary reports and dealt with in accordance with the provisions of this procedure.

It should be noted that an anonymous reporting party, subsequently identified, who has informed ANAC that he or she has suffered retaliation may benefit from the protection that the decree guarantees against retaliatory measures.

5. THE PROTECTION OF THE REPORTING PARTY

5.1 REPORTING PARTY'S PROTECTION SYSTEM

The system of protections offered to reporting parties consists of:

- protection of the confidentiality of the reporting party, the person involved and the persons mentioned in the report;
- protection against any retaliation taken by the Company on account of the report made.

5.2 CONFIDENTIALITY

Specifically, the identity of the reporting party is protected in every context, starting from the moment the report is sent.

Specifically, it is expected that:

- 1) reports may not be used beyond what is necessary for proper follow-up;
- 2) the identity of the reporting party and any other information from which such identity may be inferred, directly or indirectly, may not be disclosed, without the express consent of the reporting party themselves, to persons other than those competent to receive or follow up the reports (expressly authorised to process such data pursuant to articles 29 and 32, paragraph 4, of Regulation (EU) 2016/679 and article 2-quaterdecies of the General Data Protection Regulation set out in Legislative Decree No. 196 of 30 June 2003);

- 3) Within the framework of criminal proceedings, the identity of the reporting party is covered by secrecy in the manner and within the limits provided for in article 329 of the Code of Criminal Procedure (this provides for the obligation of secrecy of the events covered in the preliminary investigation '*until the defendant is notified of them and, in any case, not beyond the closure of the preliminary investigation*').
- 4) in proceedings before the Court of Audit, the obligation of secrecy applies until the end of the preliminary investigation phase. Afterwards, the identity of the reporting party may be disclosed by the judicial authority for use in the proceedings themselves.
- 5) within the framework of disciplinary proceedings, the identity of the reporting party may not be disclosed, where the allegation of the disciplinary charge is based on investigations that are separate from and additional to the report, even if consequent to it.

The identity of the reporting party may be disclosed if both of the following conditions are met:

- there has been prior written notification of the reasons for the disclosure of their identifying data;
- the reporting party has expressly consented thereto.

In particular, the disclosure of identity is permissible in two specific cases provided that the above two conditions are met:

- the first hypothesis occurs where, in the context of disciplinary proceedings initiated against the alleged perpetrator of the reported conduct, the identity of the whistleblower is indispensable for the defence of the person charged with the disciplinary offence;
- the second scenario occurs, on the other hand, where in internal reporting procedures the disclosure of the identity of the reporting party is also indispensable for the defence of the person concerned. Also in this case, in order to disclose the identity of the reporting party, it is necessary to: obtain the reporting party's express consent beforehand; notify him/her, in writing, of the reasons for the need to disclose his/her identity.

Therefore, the identity of the whistleblower may not be disclosed without his or her express consent and those who receive or are involved in the handling of the report, even accidentally, are obliged to protect the confidentiality of that information. Breaching confidentiality is a source of disciplinary liability, without prejudice to other forms of liability provided for by law.

5.3 PROHIBITION OF RETALIATION

The reporting party may not suffer retaliation.

Retaliation is defined as '*any conduct, act or omission, even if only attempted or threatened, occurring by reason of a grievance, (...) and which causes or is likely to cause the reporting party or the person raising the grievance, directly or indirectly, unjust damage*'.

Retaliation can also be 'only attempted or threatened'.

Therefore, the Reporting Party shall not be subject to: (a) dismissal, suspension or equivalent measures; (b) downgrading or non-promotion; (c) change of duties, change of place of work, reduction of salary, change of working hours; (d) suspension of training or any restriction on access to it; (e) demerit notes or negative references; f) adoption of disciplinary measures or any other sanction, including a fine; g) coercion, intimidation, harassment or ostracism; h) discrimination or any other unfavourable treatment;

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i) failure to convert a fixed-term contract of employment into a contract of employment of indefinite duration, where the employee had a legitimate expectation of such conversion; (j) non-renewal or early termination of a fixed-term employment contract; (k) damage, including to a person's reputation, particularly on social media, or economic or financial loss, including loss of economic opportunities and loss of income (l) improper listing on the basis of a formal or informal sectoral or industry agreement, which may result in the person being unable to find employment in the sector or industry in the future; (m) early termination or cancellation of a contract for the supply of goods or services; (n) cancellation of a licence or permit; or (o) application for psychiatric or medical examinations.

This list is not exhaustive.

The application of the protection regime against retaliation is subject to the following conditions and requirements:

- the person reported based on a reasonable belief that the information on the reported, disclosed or reported violations was true and within the objective scope of the decree.
- there must be a consequential relationship between the reporting carried out and the retaliatory measures suffered.
- mere suspicions or 'rumours' are not enough.

Absolute certainty of the facts that are the subject of the report is not required, nor are personal motives that led the reporting party to proceed relevant.

The protection provided in the event of retaliation **shall not apply** in the event that the reporting party is found to be criminally liable for the offences of slander or defamation or, in any event, for the same offences committed in the report, i.e. civil liability, for having reported false information intentionally with malice or negligence. In cases where the aforementioned responsibilities are established, a disciplinary sanction shall also be imposed on the reporting party.

6. PROTECTION OF THE REPORTED PARTY

Confidentiality must also be guaranteed for reported parties.

The protection of the identity of the person involved and of the person mentioned in the report must be guaranteed until the conclusion of the proceedings initiated as a result of the report and in compliance with the same guarantees provided for in favour of the reporting party. The reported party may be heard or shall be heard, at his or her request, also through paperwork, with the acquisition of written comments and documents. This person does not always have the right to be informed of the report concerning him or her, but only within the scope of any proceedings initiated against him or her following the conclusion of the handling of the report, and where such proceedings are based in whole or in part on the report.

7. DESCRIPTION OF THE PROCESS AND RESPONSIBILITIES

7.1 RESPONSIBILITY

The Company has set up the whistle-blowing channel indicated below and has identified a **person from outside its organisation** as the Whistleblower responsible for receiving and handling the reports.

7.2 PROCESS

The process, which involves the activities described below, will therefore be managed by that party.

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7.2.1 REPORTING CHANNELS

Well, anyone wishing to make a report can do so in writing using the 'My Whistleblowing' IT platform at www.csmmachinery.com.

All reports, therefore, must be submitted to the specific **IT platform called "MY Whistleblowing"**, accessible from the CSM MACHINERY institutional website, "Whistleblowing" section.

In order to fill in the report, the Reporting Party will have to access the above-mentioned system, as well as read the information on the processing of personal data published pursuant to Article 13 - 14 of the EU Regulation 2016/679.

The Reporting Officer shall record the report received in a special register of reports, the so-called 'reports register', set up in digital format and accessible only to the Officer himself.

The report received will be logged and stored in such a way as to ensure maximum security.

7.2.2 RECEIVING PHASE

Once the Reporting Officer receives the report, they:

- a) issue to the reporting party an acknowledgement of receipt of the report within seven days of its receipt;
- b) maintain communication with the reporting party and may request additions from the latter if necessary;
- c) diligently follow up on reports received;
- d) provide acknowledgement of the report within three months of the date of the acknowledgement of receipt or, in the absence of such notice, within three months of the expiry of the seven-day period from the submission of the report.

All Reports are subject to a preliminary analysis carried out by the Reporting Officer in order to verify the presence of useful data and information to allow an initial assessment of the legitimacy of the Report.

7.2.3 PRELIMINARY PHASE

The Reporting Officer, after sending the reporting person an acknowledgement of receipt, takes charge of the report for an initial summary investigation to be carried out within 15 days from the date of transmission of the notice.

The Reporting Officer analyses the report in order to determine its admissibility and, if the allegation has not been adequately substantiated, requests clarification from the reporting party using the contact details provided by the latter.

A. If it is found to be manifestly unfounded or inadmissible, the report is dismissed and the reporting party informed accordingly.

Specifically, the following constitute possible grounds for being dismissed:



- manifest lack of interest in the integrity of the Company, i.e. the report concerns purely personal facts, as better described in the note¹;
- generic content of the notification such that it does not allow for any further investigation;
- reports concerning the same facts dealt with in proceedings that have already been finalised.

B. In the event that none of the above-mentioned dismissal cases apply, the Reporting Officer verifies the report received, also by acquiring any useful element for the assessment of the case, always taking care to adopt appropriate measures to ensure the confidentiality of the identity of the reporting party, even where the investigation requires the necessary involvement of third parties.

This is also through:

- requesting news, information, deeds and documents from other offices of the Company;
- requesting clarifications, documentation and further information from the reporting party and/or any other third parties involved in the report;
- hearing of the reporting party.

The Whistleblower may involve other departments of the Company and/or appoint external consultants if necessary. The members of the working group involved in the examination of the report are subject to the same confidentiality constraints and responsibilities as the Reporting Officer. All these persons are also under an obligation to refrain from reporting in the event of possible conflicts of interest.

The Reporting Officer draws up and keeps minutes of any meetings relating to investigation activities conducted independently and/or with the assistance of the corporate departments involved.

C. More specifically, the Reporting Officer shall verify:

- whether the reported conduct is 'unlawful conduct';
- whether or not the above conduct relates to situations of which the person became directly aware 'by reason of the work context' or:
 - o situations of which they have become aware by virtue of an activity carried out for the Company;
 - o information acquired on the occasion of and/or by reason of the performance of work duties, even in the stages prior to the establishment of the employment relationship or before its termination.
- whether the report was made 'in the interest of the integrity of the Company', whereby any grievances of a personal nature of the reporting party or claims/complaints pertaining to the discipline of the employment relationship or relations with hierarchical superiors and colleagues will be dismissed as falling outside the scope of the rule.

Reports based on mere suspicions or rumours will not be taken into account: it is necessary, in fact, both to take into account the interest of the third parties who are the subject of the

¹ According to the Guidelines of the ANAC (p. 28, Resolution No. 311 of 12 July 2023), the following are excluded from the application of the legislation in question: *'...the disputes, claims or requests linked to an interest of a personal nature of the reporting person or of the person who has filed a complaint with the judicial authority that pertain exclusively to his/her individual work relations or public employment, or inherent to his/her work relations or public employment relations with hierarchically superior figures. This excludes, for instance, reports concerning labour disputes and pre-litigation phases, discrimination between colleagues, interpersonal conflicts between the reporting party and another worker or with hierarchical superiors, reports concerning data processing carried out in the context of the individual employment relationship in the absence of injury to the public interest or to the integrity of the public administration or private body.'*



information reported in the report, and to avoid the Company carrying out internal inspections that risk being of little use and, in any case, costly.

He then proceeds to analyse the documentation and elements received and to rule on the *prima facie* of what is represented in the report (this is because the Reporting Officer does not ascertain the facts, but carries out a verification and analysis activity).

7.2.4 DECISION-MAKING PHASE

If, in the course of the investigative activity, any of the above-mentioned grounds for dismissal are found, within and no later than 30 days from the commencement of the same investigative activity, the Reporting Officer shall:

- dismiss the report with adequate justification;
- inform the reporting party of the dismissal and the reason thereof through the channel used for the report and, if applicable, for the interlocutor.

If, on the other hand, the report is found to be well-founded, the Whistleblower shall draw up a report containing the results of the investigation carried out and the profiles of unlawfulness found, as well as to:

- send the aforementioned report and any documentation - omitting the identity of the reporting party - to the Employer;
- inform the reporting party that the report has been forwarded to the Employer, with a warning that his/her identity may be provided to the judicial authorities, should the Employer decide to lodge a formal complaint to the competent authorities.

The Reporting Officer, after sending the report to the Employer, may support the latter and/or the person delegated by him/her with regard to:

- a) any 'action plan' necessary for the removal of the control weaknesses detected, also ensuring the monitoring of implementation;
- b) any initiatives that the Departments concerned intend to take to protect the interests of the Company (e.g. legal action, suspension/cancellation of suppliers);
- c) initiation of disciplinary proceedings against the reporting party, in the case of Reports in relation to which the reporting party's bad faith and/or merely defamatory intent is established, possibly also confirmed by the lack of grounds of the Report itself;
- d) evaluation of the department concerned, if the report reveals the responsibility of the reported employees, so that the most appropriate measures can be taken against them.

Also in these cases, the Reporting Officer shall record in the aforementioned 'reports register' the outcome of the procedure and the possible imposition of penalties against the reported party or the author of the offence (if not the same), as well as the possible initiation of legal proceedings against him/her.

*

Grievances and reports received by the Reporting Officer will only be accessible to the latter - and to the persons (as indicated above) involved by him/her in the subsequent verification and assessment process - and are kept for the period of time strictly necessary for the handling of the report.

In order to ensure the management and traceability of the activities carried out, the Reporting Manager ensures that reports and all related supporting documentation are kept within the system for a period of five years from the date of the communication of the final outcome of the reporting procedure, ensuring that the identification data of the reporting party are kept separately from any other data.

On a yearly basis, the Reporting Officer shall inform the Board of Directors about the Reports received during the period under review, omitting the identity of the reporting party, limited to those that are deemed well-founded. The Board of Directors may become aware of the identity of the Whistleblower if the Employer has decided to lodge a formal complaint to the competent authorities.

8. RECORD KEEPING AND DATA PROCESSING

In order to ensure the management and traceability of Reports and related activities, the Reporting Officer ensures the archiving of all related supporting documentation for the time necessary to process the report and in any case no longer than five years from the date of the communication of the final outcome of the reporting procedure.

The Reporting Officer is therefore responsible, at each stage of the process described above, for the safekeeping of the documentation received by them and for filing it in a manner that guarantees its integrity and completeness.

The processing of the data of reporting party and reported party will be carried out in compliance with the personal data protection legislation in force. Data will only be kept for the period strictly necessary to process the report, and in any case no longer than necessary to follow up the report. In cases where the report is considered worthy of further attention by the Company, and in line with the controller's processing register drawn up by the company, the report and the relevant documentation are kept for a maximum of 5 years from the date of the communication of the final outcome of the reporting procedure. Naturally, if a possible judgement arises as a result of the report, the time limit will be extended until the conclusion of the judgement itself

It should be noted that, in order to protect the confidentiality of the reporting party, the rights set out in articles 15 to 22 of the GDPR (e.g. the right to erasure) cannot be exercised. In such cases, the rights in question may be exercised through the Data Protection Authority.

The processing of personal data relating to the receipt and handling of the report is carried out by the Reporting Officer, a person external to the Organisation, specifically appointed as external data controller pursuant to article 28 of Reg. EU 2016/679.

9. FINAL PROVISIONS

Violations of the obligations laid down in this procedure constitute disciplinary liability, if, depending on the case, more serious disciplinary offences cannot be identified. The procedure identified in this act for whistleblowing, as well as the whistleblower protection profiles, will be reviewed periodically.

10. ANNEX

A) Privacy policy.

ANNEX A

POLICY CONCERNING THE PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH THE 'WHISTLEBLOWING PROCEDURE'

CSM MACHINERY srl, in its capacity as data controller (hereinafter 'CSM MACHINERY'), issues this information notice to the reporting party, the persons involved and the persons mentioned in compliance with the European and Italian regulations on personal data protection.

Purposes and legal basis of the processing

CSM MACHINERY processes personal data for the purpose of carrying out the necessary preliminary investigative activities aimed at verifying the legitimacy of the reported fact and taking the consequent measures.

Consent is not required because the processing is necessary for the legitimate interest of the Data Controller in processing the reports received on the reporting channel introduced, as provided for in the 'WHISTLEBLOWING PROCEDURE'.

Categories of data and their sources

CSM MACHINERY may process the data included in the reports received: these data may be collected directly from the person to whom they refer (hereinafter the "Data Subject") and/or from third parties (e.g. when the person making the report provides information on the reported person and/or other persons mentioned, or when further information/documents are acquired from other CSM MACHINERY facilities during the investigation).

Data retention period

The collected data are retained for the time necessary to process the report and for the period necessary to complete the related administrative procedure or any legal proceedings initiated, and in any case no longer than 5 years from the date of communication of the final outcome of the reporting procedure.

Nature of the provision of data and consequences in the event of refusal

The provision of personal data is optional, but necessary for the handling of reports and related activities, with the consequence that any refusal to provide such data prevents such handling.

Target categories

During the handling of the report, personal data may be processed by internal persons specifically authorised for the purposes indicated, as well as service providers or other external parties (e.g. platform operators used for the handling of reports), who will process the data as data controllers on behalf of CSM MACHINERY.

Where applicable, personal data may be passed on to third parties to whom disclosure is required by law (e.g. judicial authorities, national anti-corruption authorities, etc.). Under no circumstances will personal data be disseminated.

Transfer of data to another Country and/or an international organisation

The personal data shall not be transferred to non-EU Countries or to international organisations.

Rights of the data subjects

Data subjects have the right to obtain access to their personal data, to have them updated (or corrected, if inaccurate), to have them deleted or to have the processing concerning them restricted, subject to the respective regulatory conditions.

To exercise your rights, you may use the form available at <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> and forward it to the subject in charge of handling the report, by contacting them through the channel used

for the report, i.e. at CSM MACHINERY with registered office in Cimetta di Codognè (TV), Via Cadore Mare, 25.

The Data Subject also has the right to lodge a complaint with the competent supervisory board, the Italian Data Protection Authority (www.garanteprivacy.it).