

PERSONAL DATA POLICY



DANISH RED CROSS

Personal data policy for Danish Red Cross' whistleblower system

MARCH 2024

1 PURPOSE OF PROCESSING PERSONAL DATA IN THE WHISTLEBLOWER SCHEME

The purpose of this personal data policy is to describe the processing of personal data in the Danish Red Cross whistleblower scheme. The purpose of processing personal data in the whistleblower scheme is to uncover knowledge of violations of serious offenses and other serious matters, including suspicion or knowledge of illegal, unethical or irregular behavior concerning the Danish Red Cross.

The Danish Red Cross is the data controller for the personal data processed in the whistleblower scheme. The information comes from the groups of people who can report to the scheme.

The Danish Red Cross has chosen to make the whistleblower scheme available to **everyone**.

This means that the scheme can be used by both persons who are covered by the Danish Whistleblower Act and persons who are not, but who otherwise participate in or contribute to Danish Red Cross activities or who, as a citizen, become aware of or gain knowledge of serious offenses or other serious matters concerning the Danish Red Cross.

Groups of persons covered by the Danish Whistleblower Act

- a. Danish Red Cross employees
- b. Suppliers or consultants (with whom the Danish Red Cross cooperates)
- c. Members of the board, advisory bodies or similar management body of the Danish Red Cross
- d. Danish Red Cross volunteers
- e. Danish Red Cross paid or unpaid trainees
- f. Persons working under the supervision and direction of Danish Red Cross contractors, subcontractors and suppliers
- g. Persons who report information to which they have gained access to in an employment relationship with the Danish Red Cross that has since ended
- h. Persons whose employment relationship with the Danish Red Cross has not yet commenced who report information about violations to which they have gained access during the employment process or other pre-contractual negotiations

2 CATEGORIES OF PERSONAL DATA PROCESSED

A report may contain personal data, including both non-sensitive and sensitive information about the reporter (whistleblower). Reports may also contain non-sensitive and sensitive personal data relating to the person or persons concerned, if any, about whom the report is made, as well as information about other persons.

About the reporter, information about name and contact information will be processed if these are provided in connection with the report. In addition, any other personal data that the reporter has provided about themselves in the report will be processed.

About the affected and other persons who may be included in the report, the information stated in the report will be processed. The information collected may, for example, include name, position and any other information about the data subject(s) and other persons. A report will typically contain information about the specific serious matter being reported and how the person concerned is said to be involved.

A report may include documents in a broad sense, including text, image and video material.

All personal data collected through the scheme will be treated confidentially to the greatest extent possible.

3 BASIS FOR PROCESSING - REPORTS FROM PERSONS COVERED BY THE DANISH WHISTLEBLOWER ACT

Processing of personal data in the whistleblower scheme is necessary to be able to investigate and prevent serious matters in the Danish Red Cross and necessary for the Danish Red Cross to process reports in its statutory whistleblower scheme, cf. section 22 of the Danish Whistleblower Act, cf. Article 6(1)(c) of the General Data Protection Regulation.

Similarly, information about criminal offenses will be processed pursuant to section 22 of the Whistleblower Act, cf. section 8(5) of the Data Protection Act.

In some cases, a report will contain sensitive personal data such as racial or ethnic origin, political opinions, health information and sexual orientation. Such information is processed on the basis of section 22 of the Whistleblower Act, cf. Article 9(2)(g) of the General Data Protection Regulation.

4 BASIS FOR PROCESSING - REPORTS FROM PERSONS NOT COVERED BY THE DANISH WHISTLEBLOWER ACT

4.1 Legitimate interest

Processing of personal data in the whistleblower scheme from persons who are not covered by the Danish Whistleblower Act is necessary in order to investigate and prevent serious matters at the Danish Red Cross, and the processing of ordinary personal data is thus necessary for the Danish Red Cross to pursue a legitimate interest, which is generally considered to override the data subject's interest in the protection of the personal data in question, cf. Article 6(1)(f) of the General Data Protection Regulation.

Information about criminal offenses and suspected criminal offenses is processed on the basis of section 8(3) of the Danish Data Protection Act, according to which processing may take place if it is necessary to safeguard a legitimate interest and this interest clearly outweighs the interest of the data subject.

4.2 Consent

In some cases, a report will contain sensitive personal data. Sensitive personal data is, for example, information about your health, racial or ethnic origin, your trade union or religious affiliation or information about sexual relationships and orientation. The Danish Red Cross processes sensitive data if you have given your consent to the processing in connection with the report, cf. Article 6(1)(a) and Article 9(2)(a) of the General Data Protection Regulation.

If you provide sensitive personal data about yourself in your report, it is therefore necessary that you consent to the Danish Red Cross processing this personal data. You consent by answering the question "To persons not covered by the Danish Whistleblower Act: May we process the sensitive personal data you have provided about yourself in the report?" with a "Yes" or other positive acknowledgement. You will be asked this question when you make your report.

You have the right to withdraw your consent at any time. You can do this by sending an email to whistleblower@poulschmith.dk stating that you withdraw your consent to the processing of sensitive

personal data. In connection with such withdrawal of your consent, please state the username you have created on the Danish Red Cross whistleblower portal, as well as the date and time of your report.

If you have saved the code you received in connection with the report, you will also be able to withdraw your consent by logging in to the whistleblower portal and sending a message stating that you withdraw your consent to the processing of sensitive personal data.

If you choose to withdraw your consent, it will not affect the lawfulness of previous processing of your personal data based on your previously given consent and up to the time of withdrawal. Therefore, if you withdraw your consent, it will only take effect from the time of withdrawal.

5 CONFIDENTIALITY

Reports from persons covered by the Danish Whistleblower Act:

The Danish Red Cross whistleblower unit has a duty of confidentiality with regard to information about you that is included in the report, cf. section 25 of the Danish Whistleblower Act. The special duty of confidentiality means that, as a starting point, the Danish Red Cross may only disclose information about you to others if you expressly consent to this.

Reports from persons not covered by the Danish Whistleblower Act:

The Danish Red Cross treats information about you included in the report confidentially to the greatest extent possible in accordance with the data protection rules.

6 RIGHTS

When the Danish Red Cross registers information about the affected persons who are the subject of the report, information about the reporter himself or herself or other persons mentioned in the report, the persons concerned have the right to access the personal data processed about them.

However, the right of access does not apply if the data subject's interest in having the information about him or herself disclosed is deemed to outweigh important public or private interests, cf. section 22 of the Danish Data Protection Act.

The person concerned also has the right to object to the processing of data and to request that data be corrected, restricted or deleted in accordance with the data protection legislation in force at any given time.

7 FILING AND DELETION OF PERSONAL DATA

Personal data processed in connection with reports are stored for as long as necessary for the investigation of the reported matter and the further course of action.

If the initial screening of the reported matter shows that the report is not covered by the whistleblower scheme or that there is no evidence of the reported matter, it will, as a starting point, not be necessary to store the report and the report will therefore be deleted as soon as possible. However, it will always depend on a specific assessment of how long it is necessary to keep the report.

If the initial screening of the reported incident shows that it is not unlikely that the reported incident has taken place, the Danish Red Cross will initiate an investigation and delete the report and the personal data contained therein at the earliest when the investigation is completed.

8 TRANSFER AND DISCLOSURE OF PERSONAL DATA

The Danish Red Cross entrusts the information received to the law firm *Kammeradvokaten - Poul Schmith*, which as data processor for the Danish Red Cross is responsible for the initial screening of the reports received.

As a general rule, the Danish Red Cross does not disclose personal data collected via the whistleblower scheme to third parties, see section 5.

However, the following types of disclosure may take place after a specific assessment:

- Disclosure to an external advisor, e.g. lawyer or auditor, for the purpose of further investigation of the reported matters
- Transfer to relevant authorities, including police and prosecutors for the purpose of possible prosecution
- Disclosure that otherwise follows from legal requirements

9 COMPLAINT

You have the right to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way we process your personal data. You can find the Danish Data Protection Agency's contact information at www.datatilsynet.dk.

10 CONTACT INFORMATION

Questions about our processing of personal data in the scheme should be directed to:

Danish Red Cross
Blegdamsvej 27
2100 Copenhagen Ø
Att.: Data Protection Officer
E-mail: DPO@rodekors.dk