

Questions

If you have any questions regarding personal data protection, you may contact:

Susanne Kjær Pedersen

Responsible for Reported incidents - Queen[®] Administration

e-mail: susanne@queen.dk

Phone: 86986166

What information will be registered?

You can use the reporting system to report violations of the law including issues relating to bribery and corruption, competition law, financial crime and fraud, harassment and discrimination, health and safety, protection of personal data, serious environmental damage or conflicts of interest.

By "organisation" is referred to the organisation that receives the report.

Logging

The registration of reports takes place anonymously in the system. The only thing that is registered is the report itself. There is no log made as to the IP address or machine ID of the computer on which the report is made.

Correction of registered information

If you realise that you have provided incomplete or incorrect information, just make a new report in the system in which you refer to the previous report and describe what should be corrected.

Transfers of registered information

The information registered in the system is generally not transferred to a third party outside of the organisation. However, in the following circumstances, the information may be transferred onward:

- Transfer to an external attorney or auditor in connection with the case processing of the report.
- If the report results in a lawsuit.
- If the law so requires.

Your personal information (name, e-mail and telephone number)

If you provide your personal information, be aware that the organisation can use your personal information when investigating the case, and also during any subsequent lawsuit.

The organisation guarantees that your personal data protection rights will be respected without limitations and will only be used as described above.

The organisation will not share your personal information with third parties outside of

the organisation except for the cases as described above in the section "Transfer of registered information".

Deletion of registered data

Registered data may only be retained for as long as there is a need for it.

When there no longer is a need for retaining the registered information, the information is deleted.

IT security

A/S Knud Jepsen has taken the necessary technical and organisational measures to prevent personal data from being accidentally or unlawfully destroyed, lost or damaged and to prevent any unauthorised disclosure or misuse of the personal data. The processing of personal data is subject to strict controls and procedures and is in compliance with good practices in the field.

All data is transmitted and stored encrypted. No unencrypted information is sent over the open Internet.

Anonymity

The system does not log IP addresses and machine IDs, and does not use cookies.

If a report is made from a computer on the organisation's network, there is a risk that the visited webpages will be logged in the browser's history and/or the organisation's log. This risk can be eliminated by submitting the report from a computer which is not connected to the organisation's network.

If you upload documents, you should be aware that the documents can contain metadata which can compromise your identity. Therefore, you should ensure that any identifying metadata is removed from a document before it is uploaded.

It is optional to make either an anonymous report or a report containing personal data. If a reporter chooses not to remain anonymous, the reporter's identity will be known to the persons that handle the case. In this case the reporter risks being called as a witness in any lawsuit, and the reporter's anonymity thus can be lost.

Be aware that if you choose to give further information when submitting the report from which you can directly or indirectly be identified, the organization will also process this information when handling the case. This also apply if you have chosen to remain anonymous.

What is the legal basis for the organisation's processing of information in the system?

The legal basis for the processing of your information is as follows:

- The processing is necessary for the purpose of pursuing a legitimate interest of handling illegalities and this interest clearly exceeds the interests of the registered person, cf. the European Data Protection Regulation article 6, number 1, letter f.
- The processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity. cf. the European Data Protection Regulation article 9, number 2, letter f.
- The processing is necessary for compliance with a legal obligation to which the organisation is subject. cf. the European Data Protection Regulation article 6, number 1, letter c.
- Any specific legislation on mandatory whistleblower solutions.

Your rights

According to the European Data Protection Regulation you have a number of rights. If you want to exercise these rights, you must contact the organisation.

The right to see information

You have the right to see what personal data the organisation process about you and a number of other information. However, this right may never violate other persons' rights or freedom rights.

The right of correction

You have the right to have false personal data about you corrected.

The right of deletion

In special cases you have the right to have information about you deleted before the time of the ordinary general deletion occurs.

The right of restriction

In special cases you have the right to have the processing of your personal data restricted. If you have the right to have the processing restricted, the organisation is only allowed to process the information - except from storage - with your consent or to establish, exercise or defend legal claims or to protect a person or a vital public interest.

The right of objection

In special cases you have the right to object to the organisation's otherwise legitimate processing.

You can read more about your rights here:

https://europa.eu/youreurope/citizens/consumers/internet-telecoms/data-protection-privacy/index_en.htm

Complaint

If you want to complaint about the processing of your personal data, you are entitled to submit a complaint to the competent supervisory authority.

You can download a list of the European supervisory authorities here:

https://europa.eu/youreurope/citizens/consumers/internet-telecoms/data-protection-privacy/index_en.htm