

COMMUNICATION FORM

Identity of the Informing Person	Surname^(*)			
	Name^(*)			
	ID card number^(*)			
	Email address^(*)			
	Relationship with ALBA^(*) <i>(Mark as applicable)</i>	Director	<input type="checkbox"/>	<input type="checkbox"/>
		Employee	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>
Client		<input type="checkbox"/>	<input type="checkbox"/>	
Department <i>(for employees only)</i>				
Identity of the Affected Person	Surname^(*)			
	Name^(*)			
	Relationship with ALBA <i>(Mark as applicable)</i>	Director	<input type="checkbox"/>	<input type="checkbox"/>
		Employee	<input type="checkbox"/>	<input type="checkbox"/>
		Supplier	<input type="checkbox"/>	<input type="checkbox"/>
Client		<input type="checkbox"/>	<input type="checkbox"/>	
Department <i>(for employees only)</i>				

Reason for the Communication	Violation of the Code of Ethics	<input type="checkbox"/>
	Breach of regulations	<input type="checkbox"/>

Additional information	Approximate date of occurrence of the events^(*)	
	Possible economic impact <i>(include an estimate if possible)</i>	
	Department(s) involved	

Description of the events and reasons for the Communication^(*)

(*) Required data, except for the identity of the Informing Person in cases of anonymous Communication.

Documentation in support of the act referred to in the Communication and other items of evidence

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List of witnesses

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Additional comments

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Signature

ALBA specifically guarantees the confidentiality of the data corresponding to the Informing Person, and also the absence of retaliation. Access to the personal data of the Informing Person will be limited to those persons required to access such data in accordance with the Communication procedure. Notwithstanding the above, if the conduct or acts referred to in the Communication could constitute an administrative, criminal or occupational infringement, ALBA may inform the competent authorities of the identity of the Informing Person, if necessary.

Personal data will be processed in order to examine the Communication submitted in accordance with the provisions of the Code of Ethics and the ALBA Ethics Channel procedure, and will be stored for the time period required in order to fulfil the aforementioned purpose, and for a maximum of three (3) months from receipt of the Communication.

The personal data controller is ALBA, which may be contacted by post at its registered office at the address Calle Castelló, 77, 5, Madrid, or at the email address alba@corporacionalba.es, to exercise the rights enjoyed in accordance with the personal data protection regulations in force from time to time, with entitlement to access personal data, rectify inaccurate data or request the erasure thereof where they are no longer required. Grievances may likewise be raised with the Spanish Data Protection Agency.

I agree that my personal data may be processed in accordance with the provisions of this legal notice and the Code of Ethics and Conduct of ALBA.