

WHISTLEBLOWING FORM

Identity of the complainant	Surname (*)			
	Forename (*)			
	ID card number (*)			
	Email address (*)			
	Connection with the company (*) <i>(Mark as applicable)</i>	Director		
		Employee		
		Supplier		
Client				
Other				
Department <i>(for employees only)</i>				
Identity of the accused	Surname (*)			
	Forename (*)			
	Connection with the company (*) <i>(Mark as applicable)</i>	Director		
		Employee		
		Supplier		
		Client		
Other				
Department <i>(for employees only)</i>				

Reason for the grievance	Violation of the Code of Ethics	
	Breach of applicable law	

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 grievance (*)

(*) Required data

Documentation in corroboration of the events reported and other items of evidence

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List of witnesses

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Additional comments

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In _____, on the _____ of _____ of _____

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Signature

Access to the personal data of the complainant will be restricted to those persons who, in accordance with the grievance procedure, need access to said data. Notwithstanding the above, if the conduct or acts reported could constitute an administrative, criminal or employment offence, ALBA reserves the right to provide the identity of the complainant to the competent authorities, if necessary.

Personal data will be processed in order to examine the grievance submitted in accordance with the provisions of the Code of Ethics and the ALBA Whistleblowing 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 grievance.

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.