

## **Privacy notice for Bruun & Hjejle's whistleblower schemes for employees (reporting and reported persons)**

**Version:** January 2024

When receiving reports under Bruun & Hjejle's whistleblower schemes, Bruun & Hjejle collects and processes, as data controller, personal data about the employee(s) submitting reports and the employee(s) about whom reports are submitted.

Employees may use the whistleblower schemes to submit reports on the following matters:

- Potential or actual **violations of the Danish Anti-Money Laundering Act** and any rules issued pursuant thereto
- Serious cases of **offensive behaviour** in the workplace, such as sexual harassment, discriminatory treatment based on gender, assault or violence
- **Infringements of EU law** within the scope of the EU Whistleblower Directive, such as infringements of the rules on public procurement, financial services, product safety, environmental protection, consumer protection, and privacy and data protection
- **Serious criminal offences of law** and **other serious situations**, such as violation of criminal law, other legislation, or serious situations which cannot be attributed to a specific offence including, for example, non-compliance with internal guidelines or professional standards, or special cases of cooperation difficulties

### **1. Categories of personal data and purposes**

We collect and process personal data about employees reporting matters to the whistleblower schemes unless the employee chooses to be anonymous. In addition, we process personal data about the person(s) about whom the report is submitted. Such data includes name, email, telephone number, the topic of the report and other relevant information, including information contained in any files, audio files or images attached to the report.

We process personal data for the following purposes:

- Management of Bruun & Hjejle's whistleblower schemes, including handling of reports received through the schemes and subsequent handling and submission of information to the relevant authorities as for example the police
- Compliance with legislation, including whistleblower legislation, data protection legislation and the Danish Act on Measures to Prevent Money Laundering and Financing of Terrorism (the Anti-Money Laundering Act)
- Safeguarding of legitimate interests provided under data protection legislation, including:
  - documentation requirements;
  - compliance with the fundamental principles of personal data processing and the legal basis for the processing;
  - implementation and maintenance of technical and organisational security measures;
  - investigation of suspected or known security breaches and reporting to individuals and authorities;
  - handling of enquiries and complaints from data subjects and others;
  - handling of inspections by and enquiries from supervisory authorities;
  - handling of disputes with data subjects and third parties.

### **Anonymity**

To ensure anonymity when you submit a report, please note the following:

- If possible, do not submit a report from a computer provided by Bruun & Hjejle.
- Do not use a laptop connected to Bruun & Hjejle's network/intranet.
- Access the whistleblower system directly by copying or typing the URL into an internet browser instead of clicking on a link.
- Do not include your personal data in the report.

## **2. Legal basis**

In connection with reports, the legal bases for personal data processing are:

- The Danish Anti-Money Laundering Act, including but not limited to section 35 on whistleblower schemes, section 25 on investigations of potential violations of anti-money laundering legislation and section 26 on the duty to report to law-enforcement authorities, including for example the Danish State Prosecutor for Special Crime

- The Danish Act on Protection of Whistleblowers, which implements the Directive of the European Parliament and of the Council on the protection of persons who report breaches of Union law (the Whistleblower Directive), including section 22 on personal data processing of the Danish Act on Protection of Whistleblowers
- Legal obligations, see Article 6(1)(c) of the General Data Protection Regulation (EU 2016/679), cf. section 9 of the Danish Act on Protection of Whistleblowers
- Legitimate interests, as mentioned above under purposes, see Article 6(1)(f) of the General Data Protection Regulation (EU 2016/679)
- Legal claims, see Article 9(2)(f), cf. Article 6(1)(f), of the General Data Protection Regulation (EU 2016/679) and section 8 of the Danish Data Protection Act

Employees who submit reports do so voluntarily. You are not obligated to provide us with your personal data through our whistleblower schemes.

### **3. Disclosure of personal data**

Personal data may be disclosed to and shared with the following recipients:

- The Danish Bar and Law Society
- The Danish Police, the Danish State Prosecutor for Special Crime and other relevant public authorities
- External impartial counsellor, who will be the first to receive a report

### **4. Transfer of personal data to data processors**

We transfer personal data to our IT service provider, which processes and stores the personal data on our behalf. Our data processor is EQS Group A/S.

### **5. Storage period**

We store personal data for as long as it is necessary to fulfil the above purposes, to comply with the minimum periods set out in the Danish Anti-Money Laundering Act and to fulfil our duties with regard to the limitation periods for civil and criminal claims. Generally, we do not store personal data for more than 15 years.

## 6. Your rights

Under data protection legislation, a data subject generally has a number of rights. You have the following rights – subject to the exceptions provided by applicable data protection legislation or the special rules applicable to our duty of confidentiality:

- The right of access to your personal data
- The right to have incorrect and misleading personal data about you rectified
- The right to have your personal data deleted
- The right to restrict the processing of your personal data

You also have the right to file a complaint with the Danish Data Protection Agency.

You have the right – for reasons relating to your particular situation – to object to the processing of your personal data where the legal basis of our processing is legitimate interests, as stated above. Bruun & Hjejle may then no longer process your personal data unless Bruun & Hjejle demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or defence of legal claims.

As to reports submitted through whistleblower schemes and investigations of matters reported, anti-money laundering legislation, whistleblower legislation and any investigation or enquiry into offensive behaviour provide for an enhanced duty of confidentiality on the part of B&H and exceptions to some of your rights as mentioned above.

## 7. Contact

If you have any questions about the processing of your personal data or how you may exercise your rights, you are welcome to contact us:

Bruun & Hjejle Advokatpartnerselskab  
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DK-1165 Copenhagen K  
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