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# APPENDIX

## REPORTING FORM, VIA EMAIL

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### COMMUNICATION CHANNEL

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The Foundation has established a complaints channel that allows reporting irregular conduct or conduct contrary to that established in this Code.

The Compliance Committee shall ensure confidentiality in the treatment of reports and shall not accept any form of retaliation against those who, in good faith, report any alleged breach. It shall also guarantee the rights of those persons related to the reports and shall exhaustively assess any possible breach, with independence and objectivity, in order to ensure its veracity.

**The Compliance Committee shall maintain the following channels open to Trustees, Patrons, employees, Jury members and third parties in order to resolve any doubts they may have regarding the interpretation of the Code or to report any breach:**

- **Email, filling out the form established for this purpose, which is to be sent to a Compliance Channel mailbox** (See “Appendix. Reporting form”, in the present document)
- **Postal mail, to the attention of: INFOLEY, S.L., Canal de denuncias de la Fundación Princesa de Asturias. Calle Corrida, 19-7ª planta, 33206, Gijón.**

No query or communication sent to the aforementioned channels that is not made via the established reporting form will be admitted.

Reports and queries are to be made in the name of a particular person so as to facilitate their resolution and shall be studied and treated confidentially. Information regarding those involved shall be managed in accordance with the provisions of Spanish Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights and General Data Protection Regulation (EU) 2016/679, of 27 April.

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### IMPORTANT

#### Sending instructions

1. Send the form as an attachment by email to [CanalDenunciasFPA@infoley.com](mailto:CanalDenunciasFPA@infoley.com)



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ALL FIELDS IN THIS FORM MUST BE FILLED IN.

DATOS DEL COMUNICANTE	
<p>You must provide all the details regarding the notifier so that you may be contacted to inform you about the process or whether additional information is required.</p> <p>Anonymous reports via email are not permitted.</p>	Full Name
	ID or Passport no.
	Email
	Telephone
	Specify whether you have any contractual or other kind of relationship with the Foundation:
INFORMATION REGARDING THE PERSONS INVOLVED IN THE OBSERVED SITUATION	
<p>* Fill in if you know them. If you do not know the person who instigated the events you are reporting, write NO in those fields that you are ignorant of.</p>	Full name, if known*
	Position in the Foundation/ relationship with the Foundation, if known*
	Other persons involved
INFORMATION REGARDING THE OBSERVED SITUATION	
<p>Please be as specific as possible in describing the situation. If you have no knowledge of any information, write NO in those fields that you are ignorant of.</p>	Date of the events
	Location of the events
	Description of the events that prompted the report:
<p>When you send this form, you will have the possibility of attaching documents to the email that is generated. Please list the attached documents here.</p>	Details of attached documents:



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### PRIVACY POLICY

We inform you that INFOLEY, S.L. acts as the external manager of this Compliance Channel. Its responsibility is limited to the independent and secure receipt and processing of complaints, in the terms established in Article 24 of Spanish Organic Law 3/2018, of 5 December, on the protection of personal data and the guarantee of digital rights, via their referral to the Princess of Asturias Foundation Compliance Committee, which will head the appropriate investigation, if applicable.

In accordance with the provisions of applicable data protection regulations and, in particular, of General Data Protection Regulation (EU) 2016/679, we inform you that the personal data provided via this form will be processed by the Princess of Asturias Foundation, whose offices are at Calle Plácido Arango Arias, 2 - 1º, 33004 – Oviedo, 33004 - Oviedo (Principado de Asturias) (hereinafter, the “Foundation”), for the purposes of processing and investigating your report in accordance with the provisions of the Foundation’s Code of Conduct. INFOLEY acts for these purposes as a service provider to the Foundation in charge of data processing, compliant with the Foundation’s instructions. The legal basis for the processing of your personal data is the legitimacy deriving from the consent given by the data owner, the fulfilment of a legal obligation and to satisfy the legitimate interest of the party in charge of data processing. The data provided may be stored for the legally required periods. We likewise inform you that, if necessary, both the information you provide us through this Compliance Channel and the personal data that you provide us via this form may be communicated to third parties in the terms established in the Princess of Asturias Foundation’s Code of Conduct, as well as to the competent legal authorities for the purpose of investigating the facts reported by you.

You may exercise your rights of access, rectification, cancellation, opposition, portability and limitation of the processing of your personal data, as well as raise any query regarding the processing of said data with the Princess of Asturias Foundation, as data controller, by sending an email to [CanalDenunciasFPA@infoley.com](mailto:CanalDenunciasFPA@infoley.com). Should they be dissatisfied in the exercising of their rights, data owners may lodge a complaint before the Spanish Agency for Data Protection via its e-office by means of the electronic procedure for filing complaints.

I ACCEPT THE CONDITIONS OF THE GDPR CLAUSE THAT APPEARS IN  
THE PRECEDING PARAGRAPHS.