

Privacy Policy for Ørsted's Whistleblower Hotline

1. Privacy Policy

When we receive personal information about you, it is our goal that you trust that we treat your personal information in a transparent and secure way. Thus, it is very important that you take the time to read the Privacy Policy ('the policy'), which will inform you about our handling of your personal information.

The policy applies to the processing of personal data in Ørsted's Whistleblower Hotline and explains how Ørsted ('We', 'Us') processes your personal information when reporting to the Whistleblower Hotline.

Below, you will find a description of the personal data processing that takes place and what rights you have as an employee, if a case is reported about you through the Whistleblower Hotline, as well as your rights if you use the Whistleblower Hotline to report about another person.

Reference is also made to the separate guidelines for the Whistleblower Hotline, including information about who can report and who can be reported.

This policy only concerns the handling and the investigation of a report made to the Whistleblower Hotline and must therefore be seen in connection with the HR privacy policy and other applicable policies and procedures in regard to employees.

1.1. Data controller

Your personal data in our Whistleblower Hotline is processed on behalf of Ørsted A/S or the relevant subsidiary of:

Ørsted A/S, company registration number: 36 21 37 28

Kraftværksvej 53, 7000 Fredericia, Denmark

phone: + 45 99 55 11 11

email: Info@orsted.com

The entity responsible for the processing is Ørsted A/S or the relevant subsidiary of Ørsted A/S depending on which entity the report is related to.

1.2. We use personal data for the following purposes and on the mentioned legal base

At Ørsted, we collect only the necessary information about you.

We encourage you not to transmit or inform us about sensitive information if it is not strictly necessary. We also encourage you not to provide your Civil Registration Number (CVR-nummer).

Purpose and source of personal data	Categories of personal data	Legal base	Data retention
<p>Handling and investigation of a report to the Whistleblower Hotline regarding the person who is reported:</p> <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> • Employees • Members of the Board of Directors • Members of the Executive Board • Suppliers • Collaborators • Accountants • Lawyers • Possibly others who may use the Whistleblower Hotline 	<p>We process the following categories of personal data about:</p> <p><u>Ordinary personal data</u></p> <p>Contact information, including name, job position, email address, telephone number and other information included in the report.</p> <p><u>Sensitive personal data</u></p> <p>Sensitive information and information about offenses or</p>	<p>We process your personal data on the following legal bases:</p> <ul style="list-style-type: none"> • GDPR article 6.1.c (Necessary for compliance with a legal obligation to which the controller is subject - Financial Business Act §§ 75a and 75b). • GDPR article 6.1.f (Necessary for the pursuit of our legitimate interest in being informed about and being able to handle serious offenses and misconduct). • GDPR article 9.2.b (necessary for carrying out rights and obligations in the field of employment, social security and 	<p>We will retain personal data for as long as the investigation is in progress. When our investigation is completed, we will retain the data for as long as it is necessary for the purposes listed:</p> <ul style="list-style-type: none"> • If a report turns out to be fully unfounded, the data will be deleted within six months. • If an investigation of a report leads to a report is filed to the police, or a criminal or civil trial, the data will be retained throughout the process and retained for three or five years dependent of the outcome of the case.

<ul style="list-style-type: none"> Internal sources, e.g. IT systems or other corporate information. 	<p>possible offenses may be included in the processing.</p>	<p>social protection), cf. Section 7.2, and 12 of the Danish Data Protection Act.</p> <ul style="list-style-type: none"> GDPR article 9.2.f (necessary for the establishment, exercise or defense of legal claims). Section 8 of the Danish Data Protection Act for information about criminal matters or criminal convictions. Section 11 of the Danish Data Protection Act for information about national identification number. 	<ul style="list-style-type: none"> If, based on the information collected, a disciplinary action or penalty may be imposed against the reported person or it is specifically necessary to keep the information of the person reported, the information may be shared with the HR Department and retained in accordance with the policy for employee data. If the investigation relates to fulfillment of a contract or a contractual obligation and we evaluate that we may later have a dispute relating hereto, we will retain data until such time as they are time bared, usually after three years and three months. If the investigation concerns financial transactions, we will retain data if we find it relevant for as long as we are legally obliged to (five years). Data considered irrelevant to an investigation is deleted at the earliest possible time or anonymized during the investigation or at the latest by the end of the investigation regardless of any other retention period.
<p>Handling and examination of reports to the Whistleblower Hotline regarding the person who has made the report:</p>	<p>We process the following categories of personal data about:</p>	<p>We process your personal data on the following legal bases:</p>	<p>We will retain personal data for as long as the investigation is in progress. When our investigation is completed we will</p>

<p>If there is suspicion of a deliberately false reporting, this purpose also includes investigations in relation to the reporting person in such situations.</p> <p>This purpose does not include the processing of the reported information in relation to the reported person - see above.</p> <p>We collect your personal data from the following source(s):</p> <ul style="list-style-type: none"> • Yourself • Members of the Board of Directors • Members of the Executive Board • Suppliers • Collaborators • Accountants • Lawyers • Possibly others who may use the Whistleblower Portal • Internal sources, e.g. IT systems or other corporate information. 	<p><u>Ordinary personal data</u></p> <p>Contact information, including name, job position, email address, telephone number, the content of your report and additional information from the persons mentioned under ‘Sources’ in cases where there is suspicion of a deliberately false reporting.</p> <p><u>Sensitive personal data</u></p> <p>Normally no sensitive information and information about offenses and convictions about you are handled as part of the handling of the Whistleblower Report - unless you choose to provide such information about yourself in the report.</p> <p>However, information about offenses or possible offenses may be included in the processing if there is a suspicion of a deliberately false reporting.</p>	<ul style="list-style-type: none"> • GDPR article 6.1.c (Necessary for compliance with a legal obligation to which the controller is subject - Financial Business Act §§ 75a and 75b). • Article 6.1.f (Necessary for the pursuit of our legitimate interest in being informed about and being able to handle serious offenses and misconduct). • Article 9.2.b (necessary for carrying out rights and obligations in the field of employment, social security and social protection), cf. Section 7.2, and 12 of the Danish Data Protection Act. • Article 9.2.f (necessary for the establishment, exercise or defense of legal claims) • Section 8 of the Danish Data Protection Act for information about criminal matters or criminal convictions. • Section 11 of the Danish Data Protection Act for information about national identification number. 	<p>retain the data for as long as it is necessary for the purposes listed:</p> <ul style="list-style-type: none"> • If a report turns out to be fully unfounded, the data will be deleted within six months. • If an investigation of a report leads to a report is filed to the police, a criminal or civil trial, the data will be retained throughout the process and retained for three or five years dependent of the outcome of the case. • If, based on the information collected, a disciplinary action or penalty may be imposed against the reported person or it is specifically necessary to keep the information of the person reported, the information may be shared with the HR department and retained in accordance with the policy for employee data. • If the investigation relates to fulfillment of a contract or a contractual obligation and we evaluate that we may later have a dispute relating hereto, we will retain data until they are time bared, usually after three years and three months. • If the investigation concerns financial transactions, we will retain data if we find it relevant for as long as we are legally obliged to (five years).
--	--	---	---

			<ul style="list-style-type: none">• Data considered irrelevant to an investigation is deleted at the earliest possible time or anonymized during the investigation or at the latest by the end of the investigation regardless of any other retention period.
--	--	--	---

1.3. Recipients of your personal information

Ørsted shares your information with:

- Data processors including Ørsted Service A/S, Company Registration Number: 27 44 64 85
- Other suppliers, including IT vendors we cooperate with to assist Ørsted
- External advisors
- Public authorities, including the police.

1.4. Information to the reported employee and retraction

If you are subject to a report submitted through the Whistleblower Hotline, you will be notified as soon as possible after an initial investigation has taken place and all relevant evidence is secured. In this connection, you will receive information about:

- The identity of the person(s) who is/are responsible for the investigation of the report
- A description of the accusation(s)
- Next step in the investigation.

You have the right to access to the report subject to certain exceptions, cf. section 1.7. However, you will not gain knowledge about the identity of the person who has submitted the report - regardless of whether the report has been made anonymously or the identity of the reporter is known.

If it is concluded that the report was deliberately false, you can be informed about the identity of the person, who has made the report about you, if the identity of the reporter is known.

You also have the right to request correction of information in the report if you believe this to be false, misleading, incomplete or outdated. If your request cannot be met, the information will be supplemented with your comments.

1.5. Consequences of the processing

A report to or an investigation of a report to the Whistleblower Hotline may have significant consequences for the person who is reported.

Likewise, a report to the Whistleblower Hotline may have significant consequences for the person who has submitted the report in case of a deliberate false report. Such cases may have disciplinary or criminal consequences.

1.6. Transfers to countries outside the EU/EEA

We can transfer your personal information to countries outside the EU / EEA that have not been deemed by the Commission of the European Union to have an adequate level of protection of personal data. We will provide appropriate safeguards for the transfer, using 'Model Contracts for the Transfer of Personal Data to Third Countries', as published by the Commission of the European Union, or any other contractual agreement approved by the competent authorities. You may obtain a copy of the contract/agreement by contacting us at: info@orsted.com.

1.7. Your rights

When we process your personal data, you have the following general rights:

- You have the right to request access to and rectification or erasure of your personal data
- You have the right to object to the processing of your personal data and have the processing of your personal data restricted
- In particular, you have an unconditional right to object to the processing of your personal data for direct marketing purposes.
- If processing of your personal information is based on your consent, you have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of the processing carried out before you withdrew your consent.

- You have the right to receive your personal information in a structured, commonly used and machine-readable format (data portability)
- You may always lodge a complaint with a data protection supervisory authority, e.g. The Danish Data Protection Agency.

There may be conditions or restrictions on these rights, e.g. you may not be entitled to data portability in the particular case - this depends on the specific circumstances of the processing activities.

You can make use of your rights by contacting us, cf. section 1.9. If you have consented to the processing of your personal information, you may withdraw your consent at any time by contacting us at: info@orsted.com.

1.8. Right to Court hearing

If employment proceedings are initiated against you as a result of a report and subsequent investigation, you are entitled to refer the matter before the court.

1.9. Inquiries and filing complaints

If you wish to contact us about this policy, about the processing of personal data or to file a complaint regarding Ørsted's processing of your personal data, please send us an email: info@orsted.com or call us: +45 99 55 11 11.

If your complaint is not resolved by Ørsted to your satisfaction, you can choose to bring the matter before the courts or to file a complaint to the local Data Protection Authorities. In Denmark, the local Data Protection Agency is:

Danish Data Protection Agency (in Danish 'Datatilsynet')

phone: +45 33 19 32 00

email: dt@datatilsynet.dk

website: www.datatilsynet.dk

1.10. Changing our Privacy Policy

This policy supersedes all previous versions. We reserve the right to update and modify it. In case of significant changes, we will notify you at orsted.com.

Last update: August 2019.