

COMMUNICATION / REPORTING FORM – INTERNAL INFORMATION CHANNEL

In accordance with Law 2/2023 of 20 February, on the protection of persons who report regulatory breaches and the fight against corruption.

I. Type of communication

- Report (information on allegedly irregular or unlawful acts)
 - Ethical inquiry / compliance-related question
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II. Identification of the reporting person (optional)

If you wish to remain anonymous, leave this section blank.
If you provide your details, you may receive an acknowledgement of receipt and follow-up regarding your communication.

Full name:
ID / Passport No. (optional):
Contact phone number (optional):
Email address (optional):
Do you wish to remain anonymous to third parties?
 Yes No

III. Description of the reported facts or irregularities

Please describe the facts in as much detail as possible (what happened, when, where, how, who was involved or witnessed the events).

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IV. Evidence or documentation provided (if available)

Indicate whether you attach files, documents, screenshots, emails or other evidence.

- I do not currently have evidence
- Yes, I attach the following documents:

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V. Persons involved or responsible (if known)

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VI. Other person/people aware of the facts (if any)

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VII. Impact or consequences of the facts (if known)

- Financial
- Reputational
- Legal
- Ethical / disciplinary

Brief description:

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VIII. Statements of the reporting person

- I declare that the information provided is true to the best of my knowledge and belief, and that I am acting in good faith in accordance with Article 35 of Law 2/2023.

I consent to the processing of my personal data in accordance with the information set out in the data protection section at the end of this form.

IX. Place, date and signature (if submitted in physical form)

Place:

Date:

Signature:

If the report is submitted electronically, the signature may be replaced by sending it from a valid email address or by means of a digital signature, in accordance with the regulations.

X. Basic information on personal data protection

Data controller: WINGATE SCHOOL, S.L.

Purpose: To process and manage communications or reports received through the Internal Information Channel, in accordance with Law 2/2023.

Legal basis: Compliance with a legal obligation (Law 2/2023) and performance of a task carried out in the public interest.

Recipients: Data will not be disclosed to third parties, except where legally required or by court order.

Rights: Access, rectification, erasure, restriction and objection, under the terms established by the GDPR and the LOPDGDD, by contacting:

canaldedenuncias@wingateschool.com.

Retention period: Data will be kept for the time necessary to process and investigate the report, and for a maximum of 10 years from its closure, unless a longer legal retention period is required.

Security measures: Data will be processed confidentially and securely in accordance with applicable legislation.

XI. Recipient of the form

For the attention of the Internal Information Channel Manager / Compliance Body
WINGATE SCHOOL, S.L.

Email address: **canaldedenuncias@wingateschool.com**

If submitted physically:

C/ Mirador de la Cumbrita,10

38627 Cabo Blanco - Arona

XII. For internal use only

- File reference no.: _____
 - Date of receipt: _____
 - Means of receipt: Web Email In person Telephone Other
 - Receiving officer: _____
 - Admitted for processing: Yes No
 - Date of acknowledgement of receipt: _____
 - Initial observations: _____
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