OPERATING INSTRUCTION: *CRITICAL EVENTS* MANAGEMENT – *SIMPLIFIED VERSION*

This Operating Instruction intends to define responsibilities and management methods to be adopted in the first moments following a ***Critical Event*** that occurred in the context of the Cooperative's services/activities, including SEAs (acts of sexual exploitation and abuse perpetrated against beneficiaries, employees, partners, internal and external collaborators, consultants, operators present in all the structures managed by CIDAS or in which CIDAS operates, suppliers and contractors of CIDAS – *See the SEA Policy*). The purpose is to adopt the necessary precautions to limit the possible risks deriving from the event for beneficiaries, employees, partners, internal and external collaborators, consultants, operators present in all the structures managed by CIDAS or in which CIDAS operates, suppliers and contractors, as well as for the Cooperative towards the outside.

1. WHAT ARE POTENTIAL *CRITICAL EVENTS?*

An ***Event*** can be considered ***Critical*** whenever it may be detrimental to the physical integrity of third parties or the personnel themselves.

2. HOW TO MANAGE *CRITICAL EVENTS?*

Anyone who suffers, witnesses or is the first to become aware of a ***critical event***, once the emergency has been managed to protect the subjects involved and/or himself, also in order to reduce any negative consequences that may have already occurred, must proceed to ***report*** it to the Cooperative in the terms specified below.

3. HOW TO MAKE THE *REPORT?*

The witness/victim of the Critical Event must report it in writing to the Legal Department (isabella.lazzari@cidas.coop, natalia.baldoni@cidas.coop), attaching if possible any relevant documentation, and must include any substantial information clearly, precisely and in an orderly manner.

4. ATTACHMENTS

Sample-Format of Report.

Privacy Disclaimer.

SAMPLE-FORMAT OF REPORT ABOUT *CRITICAL EVENTS*

Service(*):	
Place of the critical event(*):	
Time of the critical event(*):	
Name, surname and professional role/rank of people involved in the event:	
Name, surname and professional role/rank of witnesses/people who were present:	
Description of the event(*) (if possible and relevant, include textual transcription of dialogues):	
Description of any initiative taken to face the emergency:	
Description of any consequence of the event and later developments:	
Attachments:	

_____, _____

Place Date

_____

Note: All fields marked with (*) are mandatory

PRIVACY DISCLAIMER - PSEA

We wish to inform you that this information has been prepared pursuant to art. 13 of Regulation (EU) 2016/679 "relating to the protection of natural persons with regard to the processing of personal data, as well as to the free circulation of such data", and which repeals Directive 95/46/EC (general regulation on data protection) and updates previous versions released before now.
Through this information we would like to let you know the practices adopted by C.I.D.A.S. Limited Liability Social Cooperative Society, as Owner of the SEA Policy.
The Protection From Sexual Exploitation and Abuse Policy sets guidelines for effective prevention, monitoring and response to incidents of sexual abuse and exploitation in the workplace.
CIDAS is therefore committed to undertake all the necessary actions to reduce the risk and prevent any episodes of abuse or sexual exploitation in the workplace; it also intends to ensure that they are reported, responded to promptly and appropriately, and that victims receive the necessary support and assistance.

DATA CONTROLLER AND DATA PROTECTION OFFICER (DPO)

Who processes my data?

The Data Controller referred to in this disclaimer is **C.I.D.A.S. Limited Liability Social Cooperative Society**.
The Data Protection Officer (DPO) is the Artea Srl Society, whose contact details are on our website and can be contacted through the following e-mail address: dpo@cidas.coop.

PERSONAL DATA PROCESSED

What data?

Personal Data: Personal details, Contact information.

PURPOSE OF PROCESSING

Why are my data processed?

The personal data and contact details described above are processed to perform all the activities related to the SEA Policy.

LEGAL BASIS OF PROCESSING

Why is it legal?

These data are collected on the basis of our **legal obligation** (art. 6.1.c) GDPR) and because they are necessary for **contract implementation** (art. 6.1.b) GDPR).

PROVISION OF DATA

Is it mandatory?

The provision of data **is mandatory** for the termination of the contract, therefore, the refusal to provide data does not allow to establish contractual relationship and fulfill consequent obligations.

DATA PROCESSING METHODS

How are my data processed?

The processing is carried out in a computerized and analogical way, in the ways and within the limits necessary to pursue the aforementioned purposes and in full compliance with the law, according to principles of lawfulness and correctness and in order to protect your privacy.

PLACE AND DURATION OF DATA RETENTION

These data are stored at the registered office of CIDAS for the duration of the contract and for the time necessary for each fulfillment relating to the SEA Policy and legislation.

DATA COMMUNICATION AND DISSEMINATION

To whom are my data communicated?

Your personal data may be communicated to: (i) all subjects to whom the right to access such data is recognized by virtue of regulatory and judicial provisions, for example police bodies and public administration in general; (ii) to employees and collaborators appointed and authorized, within the scope of their duties, to process the data you provide; (iii) to external managers for the supply of management systems; (iv) to the external manager as system administrator.
To receive further information, you can contact CIDAS in the person of the DPO.

PERSONS AUTHORIZED FOR PROCESSING

Who "uses" my data?

The data may be processed by employees or collaborators of C.I.D.A.S. Limited Liability Social Cooperative Society, as Owner, who have been duly authorized to process and have received adequate operating instructions.

RIGHTS OF THE DATA SUBJECT

What are my rights?

(i) Right to access your personal data; (ii) Right to obtain the rectification, integration, cancellation and limitation of personal data in the presence of certain conditions; (iii) Right to receive the personal data provided to the owner in a structured and commonly used format, and to transmit them to a different owner; (iv) Right to object to the processing of personal data; (v) Right not to be subjected to an automated decision-making process; (vi) Right to obtain communication in the event that your data suffers a serious violation; (vii) Right to withdraw consent to processing at any time; (viii) Right to lodge a complaint with a Supervisory Authority. Requests should be addressed informally to CIDAS to the CIDAS DPO: dpo@cidas.coop.