

Instructions for consent to non-anonymous report

You have noticed a violation that you would like to report to us. Unless you explicitly wish your name to be submitted, you will remain anonymous. It is important to mention that in the course of time, queries often arise that have an influence on the further procedure and we can only clarify them with your help. In the case of an anonymous submission, we obviously have no direct possibility to clarify open questions.

When you submit your name, the company department responsible for processing your request will receive this information. The data will be used exclusively for checking, processing and clarifying the facts of the case, as well as for coordinating possible queries with you. If the suspicion raised proves to be unfounded, we will delete your data immediately. In all other cases, your information will be deleted 3 months after complete processing and clarification, unless other reasons (e.g. statute of limitations, legal retention periods) oblige us to retain it for a longer period.

Your notification will not result in any disadvantages for you. Please note that you can revoke your consent at any time without giving specific reasons. Please note that 4 weeks after submitting your report, we must inform the person affected by the report about the facts of the case and, if applicable, also about the origin of the data. If this would limit the effectiveness of the investigation, the deadline may be extended accordingly or the obligation to do so may be waived completely.

Important recommendations for the protection of anonymity:

If you attach files to your report, please note the following: Files may contain hidden information that allows conclusions to be drawn about your person and therefore jeopardizes anonymity. Therefore, make sure before sending that attached files do not contain such information (e.g. creator of the document). If you are unsure, copy the text of the attachment into the message box and refrain from sending the attachment.

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To ensure anonymity, please use only the contact option to the ombudsman.