



HSE Protected Disclosures Reporting Form

The HSE welcomes workers making disclosures under the Protected Disclosures Act 2014, as amended (the Act). The HSE requests that this form is used for making a disclosure. The personal data provided by you will only be used for the purposes of assessing, examining, investigating and managing the disclosure.

Before completing this form, you should:

- a) Consider whether what is being disclosed is a protected disclosure under the Act and whether the HSE Protected Disclosures Procedure (the “**Procedure**”) is relevant and applicable, or whether another HSE policy (such as the Grievance Procedure/Dignity at Work Policy) is applicable.
- b) Ensure that you have a ‘reasonable belief’ that the information being disclosed tends to show one or more relevant wrongdoings under the Act. The information must have come to your attention in a work related context.

Relevant Wrongdoings

Relevant wrongdoings may include any of the following:

- Criminal offences
- Failure to comply with a legal obligation (other than a worker’s contract of employment)
- Miscarriage of justice
- Endangerment of health or safety
- Damage to the environment
- Unlawful or improper use of public funds
- Oppressive, discriminatory, grossly negligent behaviour, or behaviour that constitutes gross mismanagement by or on behalf of a public body
- Breaches of EU law
- Concealing or destroying evidence of wrongdoing

Relevant wrongdoings are usually not any of the following which may be addressed through other means:

- Interpersonal conflict between you and another worker
- A complaint about your employer that only concerns you
- Disputes with your employer in relation to your contract
- When it is your job to uncover the wrongdoing
- When the information is disclosed in a legally privileged setting

Advice

Information on raising a concern may be obtained can be accessed via the HSE [Protected Disclosures webpage](#). The [Office of the Protected Disclosures Commissioner](#) and [Transparency International Ireland](#) also offer guidance and advice on protected disclosures in Ireland.

Disclosure to the HSE

Disclosures to the HSE should relate to wrongdoings that concern the HSE directly, or that the HSE has some legal responsibility for. Workers not directly employed by the HSE are encouraged to make a report to their employer in the first instance, as your protections against penalisation for having made a protected disclosure generally relate to your employer. If you feel this is inappropriate due to the nature of the wrongdoing or the effect on HSE services, the HSE will accept your disclosure report for consideration if you are a worker under the Act affiliated with the HSE or providing a service to or for the HSE.

1. Name of worker making the disclosure:

2. Job Title:

3. Department:

4. Name and address of organisation:

5. Protection of Identity

The HSE is required by law to protect your identity and the identity of any persons named within your disclosure. **It is the default position that the National Office for Protected Disclosures will not release your identity to any other part of the HSE**, in accordance with section 6A of the Protected Disclosures Act 2014, as amended. However, it may be necessary to share your identity with certain designated persons tasked with examining and investigating the matters disclosed in order to effectively address the concerns raised.

Depending on the nature of the disclosure, the HSE may be required to provide your contact details to certain statutory bodies such as (but not limited to) An Garda Síochána and TUSLA. If possible, you will be informed in writing prior to this taking place.

The HSE will not disclose your identity to any other person without your express permission.

6. Please provide contact details at which the National Office for Protected Disclosures may contact you for further information and to provide statutory feedback

Address:

Contact No:

Email:

7. Details of the disclosure (care should be taken to only include name(s) of individual(s) directly relevant to the report)

Details that should be included in a disclosure:

- type of wrongdoing in your belief;
- the date of the alleged wrongdoing (if known) or the date the alleged wrongdoing commenced or was identified;
- whether or not the alleged wrongdoing is still ongoing;
- whether the alleged wrongdoing has already been disclosed and if so, to whom, when, and what action was taken;
- information in respect of the alleged wrongdoing (what is occurring/has occurred and how) and any supporting information;
- any other relevant information.

Wrongdoing:

Information which tends to show a wrongdoing:

*Please add additional pages if necessary

Signature:

Date:

Completed forms can be returned via email to:

protected.disclosures@hse.ie

Or via post to:

**The Authorised Person,
National Office for Protected Disclosures,
Dr Steevens' Hospital,
Dublin 8, D08 W2A8**

For further information please contact The National Office for Protected Disclosures, in confidence.

E-mail: protected.disclosures@hse.ie

Tel: 01 635 2202

**Office hours are 10am to 1pm and 2pm to 5pm Monday to Friday*

Visit our webpage at: <https://www.hse.ie/eng/about/who/protected-disclosures/>

August-2024