



**N.B: please read the Notes on Page 3 before completing this form**

**Privacy:** The Office of the Protected Disclosures Commissioner fully respects your right to privacy. Full details of how we use your personal data are available at <https://opdc.ie/privacy-cookies/>. Please contact us if you would like us to send you a copy of our Privacy Policy.

**BEFORE YOU MAKE YOUR REPORT PLEASE CONSIDER:**

- Do you qualify for the protections under the Protected Disclosures Act? You can find more information on our website [here](#).
- Would you like to speak with a member of our staff about what happens when a report is submitted? For info on our pre-engagement procedure, please call 01-6395646.
- Do you require advice on your circumstances before you make a report? For info on support and resources, please click [here](#).

This form lists the information that we require so that we can assess who is the most appropriate recipient of your report. You do not have to complete all sections of the form. However, if we do not have complete information we may not be able to take certain steps. For example, if you don't provide contact details we cannot acknowledge your report.

Please do not include supporting documentation with this form. If we need more information from you to determine the most appropriate person to handle your report, we will contact you.

Please note this form along with any supporting documentation provided will be sent to the appropriate person. We will not redact or alter this form. This form may be used by that person to contact you and to comply with their own legal obligations.

**Personal Details (see Note 1 below)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

Name of your organisation: \_\_\_\_\_

Position in organisation \_\_\_\_\_

Do you have any special requirements e.g. braille requirements, large text? If yes, please give details.

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Do you wish to be contacted after making this report?

Yes/No

How do you wish to be contacted? \_\_\_\_\_

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**Details of the relevant wrongdoing** (Please see Note 2):

Date of relevant wrongdoing: \_\_\_\_\_

Is the relevant wrongdoing still occurring? Yes/No

If relevant wrongdoing has not occurred, please explain how it is likely to occur?

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Please outline the information relating to a relevant wrongdoing that you wish to report?

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Please outline the name and position of any person or persons allegedly involved in the relevant wrongdoing (if known): (Please see Note 3)

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If you consider that you are at risk of serious penalisation, please outline your circumstances and the nature of the risk (Please see Note 4).

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If you consider that there is a risk that evidence relating to the relevant wrongdoing will be concealed or destroyed, please set out the details and the nature of this risk.

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Date: \_\_\_\_\_

**Please send this form to Office of the Protected Disclosures Commissioner 6 Earlsfort Terrace, Dublin 2, D02 W773 or send by email to [disclosures@opdc.ie](mailto:disclosures@opdc.ie) (Note 5).**

## Notes

### 1. Anonymous Reporting:

Please note, you can make a report to the Protected Disclosures Commissioner anonymously and we will comply with our obligations to greatest extent practicable. If you make your report anonymously we make not be able to contact you about your report. In some circumstances the recipient of your report (including in some circumstances the Protected Disclosures Commissioner) is prohibited or limited by law from acting on reports that are anonymous.

### 2. Relevant wrongdoing:

“Relevant wrongdoing” is a term which is defined in section 5(3) – (5) of the Protected Disclosures Act and it includes any of the following:

- Criminal offences
- Failure to comply with a legal obligation (other than your contract of employment)
- Miscarriage of justice
- Endangerment of health and safety
- Damage to the environment
- Unlawful or improper use of public funds
- Oppressive, discriminatory or negligent behaviour by a public body
- Breaches of EU law
- Concealing or destroying evidence of relevant wrongdoing

### 3. Reporting on the individuals involved:

Please provide such details as you have in a factual manner. Please avoid drawing conclusions about particular individuals or specific offences.

### 4. Penalisation:

Penalisation is defined in section 3(1) of the Protected Disclosures Act. It means any direct or indirect act or omission that occurs in a work-related context, caused by making a report, and which causes (or may cause) an unjustified detriment to a worker. For more information on penalisation please go to our [website](#).

### 5. Other ways to make a report:

Please note, you can also make a report to the Protected Disclosures Commissioner by writing to the address above, by emailing us at [disclosures@opdc.ie](mailto:disclosures@opdc.ie) or by calling us on 01-6395650.