



## 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.

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.

### Before completing this form, you should:

- Be satisfied that you are deemed a Worker under the Act (as described below 1(a)).
- Consider whether what is being disclosed is a protected disclosure under the Act and whether the HSE Protected Disclosures Procedure (the “Procedure”) [Link](#) is relevant and applicable, or whether another HSE policy (such as the Grievance Procedure/Dignity at Work Policy) is applicable.
- Ensure that you have a ‘reasonable belief’ that the information being disclosed tends to show one or more relevant wrongdoings (as highlighted in 1(b) below). The information must have come to your attention in a work related context.

### 1(a). What is a “Worker” or ex worker under the Protected Disclosures Act 2014 (as amended)?

A worker includes:

- (a) an individual who is or was an employee
- (b) an individual who entered into or works or worked under any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertook to do or perform (whether personally or otherwise) any work or services for another party to the contract for the purposes of that party’s business
- (c) an individual who works or worked for a person in circumstances in which:
  - i. the individual is introduced or supplied to do the work by a third person, and
  - ii. the terms on which the individual is engaged to do the work are or were in practice substantially determined not by the individual but by the person for whom the individual works or worked, by the third person or by both of them
- (d) an individual who is or was provided with work experience pursuant to a training course or programme or with training for employment (or with both) otherwise than under a contract of employment
- (e) an individual who is or was a shareholder of an undertaking

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- (f) an individual who is or was a member of the administrative, management or supervisory body of an undertaking, including non-executive members
- (g) an individual who is or was a volunteer
- (h) an individual who acquires information on a relevant wrongdoing during a recruitment process
- (i) an individual who acquires information on a relevant wrongdoing during pre-contractual negotiations (other than a recruitment process referred to in paragraph (h)), and
- (j) an individual who is deemed to be a worker by virtue of subsection (2)(b), and any reference to a worker being employed or to employment shall be construed accordingly.

## 1(b). What are “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

## Further Advice

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

Alternatively, please email [protected.disclosures@hse.ie](mailto:protected.disclosures@hse.ie)

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## Disclosure to the HSE

### Note: 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 (NOPD) 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.

**Should you wish to remain anonymous**, we ask that you confirm your status as a worker and provide sufficient relevant information relating to the wrongdoing in order for the NOPD to carry out an initial assessment. If a disclosure is made anonymously the reporting person will not receive feedback. The information provided must be specific enough to investigate as NOPD are unable to request further information from an anonymous worker.

### 1. Please confirm you are a Worker under the Act by completing the following details:

Your Name	
Job Title/Position:	
Department:	
Name and address of organisation:	

### 2. 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:	

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### 3. 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.

*(Please note – additional space is provided at the end of this report form)*

**Wrongdoing:**

**Information which tends to show a wrongdoing:**

*(Please use additional space provided at the end of this form, if necessary)*

**Date:**

**Completed forms can be returned:**

**Via email to:**

[protected.disclosures@hse.ie](mailto:protected.disclosures@hse.ie)

**Via Post to:**

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

**Alternatively, Protected Disclosures may be contacted by phone**

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

**Your call will be responded to in the next working day**

Telephone No. 01 635 2202

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**Additional space for details of Wrongdoing and/or information which tends to show wrong-doing**

**Wrongdoing:**

**Information which tends to show a wrongdoing:**

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