

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

Details that should be included in a disclosure:

- type of wrongdoing in accordance with the provisions of legislation (if known)
- 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.

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**Please add additional pages if necessary*

Signature

Date

Completed forms are to be returned to:

**HSE Office of the Authorised Person
An Clochar
Ballyshannon Health Campus
College Street
Ballyshannon
Co Donegal
F94TPX4**

For further information please contact *The Office of the Authorised Person*, in confidence

Tel: 071 98 34651

E-mail: protected.disclosures@hse.ie .

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

or

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