**Protected Disclosure Reporting Form**

The University welcomes Reporting Persons making Disclosures under the Protected Disclosures Act 2014, as amended by the Protected Disclosures (Amendment) Act 2022. Where possible, this form should be used for making a Disclosure.

Before completing this form, you should:

1. Consider whether what is being disclosed is a Disclosure and whether the University Disclosures Policy is relevant and applicable or whether another University policy (such as the Grievance Procedure or Duty of Respect and Right to Dignity Policy) is applicable.
2. Ensure that you have a reasonable belief that the information being disclosed tends to show one or more [Relevant Wrongdoings](#_Definitions).

**Personal Details of the Person Making the Disclosure**

Name: Job Title:

Staff Number: School/Department:

Address:

Telephone: Email:

Do you want your identity protected? Yes / No

**Details of the Disclosure**

*(Care should be taken to only include the name(s) of individual(s) directly relevant to the report.)*

1. Date of the reported Relevant Wrongdoing (if known) or

Date the reported Relevant Wrongdoing commenced or was identified

1. Is the reported Relevant Wrongdoing still ongoing: Yes No Not sure
2. Has the reported Relevant Wrongdoing already been disclosed within the University or externally and if so to whom, when and what action was taken?
3. Details of the reported Relevant Wrongdoing
4. The name of any person(s) allegedly involved in the reported Relevant Wrongdoing (if known)
5. Any other relevant information

Signature: Date:

Completed forms are to be returned to one of the following:

1. the Disclosure Group at [disclosures@ucc.ie](mailto:disclosures@ucc.ie)
2. a member of the Disclosure Group:

* Registrar [registrar@ucc.ie](mailto:registrar@ucc.ie)
* Bursar [D.Collins@ucc.ie](mailto:D.Collins@ucc.ie)
* Corporate Secretary [corporatesecretary@ucc.ie](mailto:corporatesecretary@ucc.ie)

1. President if the matter relates to a member of the Disclosure Group [President@ucc.ie](mailto:President@ucc.ie)
2. Chair of Governing Body if the matter relates to the President at [gbchair@ucc.ie](mailto:gbchair@ucc.ie)