

Protected Disclosures

Privacy & Data Protection

SETU will treat all disclosures made under the Protected Disclosure Policy in a confidential and sensitive manner. SETU encourages workers to put their name to disclosures where possible or to provide a means of continuing communication e.g., an anonymised email address. Anonymous reports will be considered but may be less capable of being addressed as it may be difficult to investigate a matter and to corroborate facts.

The Protected Disclosure Notification Form gathers the minimal information required in order to assess the disclosure. You are asked to provide your name, place of work, email and address. The information will be retained for as long as is necessary to process the disclosure and conclude any associated process. Once the process and associated procedures are fully concluded and there is no legal requirement to retain the information for longer, the information will be held for seven years and then securely destroyed.

Your privacy: SETU fully respects your right to privacy and we only request necessary information. We use Cognito Forms to gather this information which allows us to consider your disclosure and by submitting this form you consent to this. See privacy notice for SETU and cognito forms for more information.

On submitting the disclosure, you will receive an automated email confirming receipt and providing you with a copy of the information you have submitted. The details you submit will be downloaded by the office of the Vice President for Corporate Affairs, securely deleted from cognito forms within 5 working days of submission and then will be held in confidence by the office of the Vice President for Corporate Affairs.

The information will only be shared in accordance with the Protected Disclosure Policy and Procedure. Your identity will be protected by implementing specific procedures such as redacting all identifying information and password protecting documents. Documents will only be shared with a limited number of persons (those involved in the process) where sharing is necessary.

SETU is committed to protecting the identity of the worker raising a concern and to ensuring that disclosures are treated in confidence. The focus will be on the wrongdoing rather than on the person making the disclosure. However, there are circumstances, as outlined in the Act, where confidentiality cannot be maintained due to the particular circumstances of a case. Should such a situation arise, SETU will make every effort to inform you that your identity may be disclosed.

Right to withdraw: Under GDPR you are entitled to withdraw your consent to the processing of your information, contact the data protection office for any information regarding the use of your personal data. gdpw@setu.ie or dataprotection.wd@setu.ie