



REPUBLIC OF BULGARIA COMMISSION FOR PERSONAL DATA PROTECTION

Registration Index and Date
.....

(to be completed by the official responsible for the reception and registration of Reports)

REPORT REGISTRATION FORM

FOR THE SUBMISSION OF INFORMATION ON BREACHES PURSUANT TO THE PROTECTION OF PERSONS WHO REPORT OR PUBLICLY DISCLOSE INFORMATION ON BREACHES ACT

IMPORTANT! BEFORE COMPLETING THE FORM, PLEASE READ THE INSTRUCTIONS ON PAGES FIVE AND SIX.

To be completed by the official who received the Report

UIN	Date
<input type="text"/>	<input type="text"/>
(Unique Identification Number to be provided by the Central Authority)	
METHOD OF REPORTING	
<input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL,	
<input type="checkbox"/> IN PERSON <input type="checkbox"/> BY PROXY:	
DATA FOR THE EMPLOYEE WHO RECEIVED AND REGISTERED THE REPORT	
Name:	<input type="text"/>
	(name, father's name and surname)
Position	<input type="text"/>
Place of work	<input type="text"/>
BULSTAT/ UIC CODE	<input type="text"/>

To be completed by the Reporting Person if they use this Form as a template for reporting

PART I. PARTICULARS OF THE REPORTING PERSON	
Name:	<input type="text"/>
	(name, father's name and surname)
CONTACT DETAILS	
Area	<input type="text"/>
Locality	<input type="text"/>
Address for correspondence	<input type="text"/>
Telephone	Email address (if any)
<input type="text"/>	<input type="text"/>

<input type="checkbox"/> I would like to receive confirmation of receipt of the report (to be completed only if the report is submitted to the CPDP)	
IN HIS/HER CAPACITY AS	<input type="checkbox"/> a worker, an employee, a civil servant or another person who is employed, regardless of the nature of the work, the manner of pay and the source of funding;
	<input type="checkbox"/> a person who works without an employment contract and/or is a freelance worker and/or a craft worker;
	<input type="checkbox"/> a volunteer or an intern;
	<input type="checkbox"/> a partner, a shareholder, a sole owner of the capital, a member of the management or a supervisory body of a commercial company, a member of the audit committee of an enterprise;
	<input type="checkbox"/> a person who works for a natural or legal person, its subcontractors or suppliers;
	<input type="checkbox"/> a candidate for employment who has participated in a competition or another form of recruitment and who has received in that capacity information on a breach;
	<input type="checkbox"/> a worker or an employee, where the information has been obtained in the framework of an employment or service relationship, which has been terminated at the time of the reporting or the public disclosure;
	<input type="checkbox"/> other quality of the Reporting Person, for a breach which has become known to them in a work-related context ¹ (please specify)

PART II. THE REPORT IS SUBMITTED AGAINST

IDENTIFICATION (for Reports against individuals)	
Name:	<input type="text"/> (name, father's name and surname)
PLACE OF WORK Name	<input type="text"/>
BULSTAT/UIC CODE	<input type="text"/>
IDENTIFICATION (for Reports against state, municipal authorities or legal entities)	
Name:	<input type="text"/>
BULSTAT/UIC CODE	<input type="text"/>

PART III. DATA ON THE BREACH

1. THE BREACH IS RELATED TO (mark the area of the breach)	
<input type="checkbox"/>	Breaches of Bulgarian legislation or acts of the European Union in the field of:
<input type="checkbox"/>	public procurement;
<input type="checkbox"/>	financial services, products and markets and the prevention of money laundering and terrorist financing;
<input type="checkbox"/>	the safety and conformity of products;
<input type="checkbox"/>	the safety of transport;
<input type="checkbox"/>	the protection of the environment;
<input type="checkbox"/>	radiation protection and nuclear safety;
<input type="checkbox"/>	food and feed safety, animal health and welfare;
<input type="checkbox"/>	public health;
<input type="checkbox"/>	the protection of consumers;
<input type="checkbox"/>	the protection of privacy and personal data;
<input type="checkbox"/>	the security of network and information systems;
<input type="checkbox"/>	A breach affecting the financial interests of the European Union within the meaning of Article 325 of the Treaty on the Functioning of the European Union;
<input type="checkbox"/>	A breach of the rules of the internal market within the meaning of Article 26 (2) of the Treaty on the Functioning of the European Union, including the rules of the European Union and Bulgarian competition and State aid legislation;
<input type="checkbox"/>	a breach related to cross-border tax schemes aimed at obtaining a tax advantage which is contrary to the object or purpose of the applicable law in the field of corporate taxation;
<input type="checkbox"/>	a crime of a general nature which the Reporting Person has become aware of in the the performance of his or her work or in the performance of his/her official duties.
<input type="checkbox"/>	Breaches of Bulgarian legislation in the field of:
<input type="checkbox"/>	rules for the payment of outstanding public state and municipal debts;

¹ Under § 1, t. 4 of the Additional Provisions of the PPRPDIBA, "Work-related context" means current or past work activities in the public or private sector through which, irrespective of the nature of those activities, persons acquire information on breaches and within which those persons could suffer retaliation if they reported such information.

	<input type="checkbox"/>	labour legislation;
	<input type="checkbox"/>	legislation relating to the performance of a State service.
2. WHEN WAS THE BREACH COMMITTED		
Date/Period	<input style="width: 100%;" type="text"/>	
3. DESCRIPTION OF THE BREACH (specific details on the breach or the real threat of such a breach)		
4. DESCRIPTION OF THE EVIDENCE ENCLOSED		
PART IV. PERSONS OTHER THAN THE REPORTING PERSON, QUALIFYING FOR PROTECTION <i>(if known at the time of the reporting)</i>		
<input type="checkbox"/>	Facilitators who assist the Reporting Person in the reporting process;	
<input type="checkbox"/>	persons who are connected with the Reporting Person ² and who could suffer retaliation as a result of the reporting;	
<input type="checkbox"/>	legal entities in which the Reporting Person holds a shareholding and for which he/she works or with whom he/she is otherwise connected in a work-related context.	
ENUMERATION/ IDENTIFICATION OF THE PERSONS QUALIFYING FOR PROTECTION		
<p>QUALITY OF THE PERSON <i>(COLLEAGUE, RELATIVE WITHOUT LIMITATION IN DEGREES, a legal person in which the Reporting Person holds a shareholding and for which he/she works or with whom he/she is otherwise connected in a work-related context</i>;</p>		
Name: (for natural persons)		
	(name, father's name and surname, if known)	
Name: (for legal entities)		
	BULSTAT/ UIC	<input style="width: 100%;" type="text"/>
	Represented by	<input style="width: 100%;" type="text"/>
CONTACT DETAILS		
Locality	<input style="width: 100%;" type="text"/>	
Address for correspondence	<input style="width: 100%;" type="text"/>	
Telephone	<input style="width: 95%;" type="text"/>	Electronic address (if any)
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

² Under § 1, t. 9 of the Additional Provisions of the PPRPDIBA, "Persons associated with the reporting person" are third parties who may be subjected to retaliation in a work-related context, such as colleagues or relatives without any degree limitation.

PART V. PERSONS WHO CAN CONFIRM THE REPORTED DATA OR PROVIDE ADDITIONAL INFORMATION

Name: (for natural persons)	<input type="text"/>
	<small>(name, father's name and surname, if known)</small>
Name: (for legal entities)	<input type="text"/>
	BULSTAT/ UIC <input type="text"/>
	Represented by <input type="text"/>
CONTACT DETAILS	
Locality	<input type="text"/>
Address for correspondence	<input type="text"/>
Telephone	Electronic address (if any)
<input type="text"/>	<input type="text"/>

THIS REPORT WAS SUBMITTED THROUGH AN INTERNAL CHANNEL:

(to be completed only when submitting a report to the CPDP)

YES NO,

INVITATION TO SIGN THE REPORT FROM BY THE REPORTING PERSON

(to be completed by the official who received and registered the Report)

CONSENT REFUSAL

THE REPORT WAS RECEIVED AND REGISTERED BY:

.....
(employee name)

POSITION:

DATE:

SIGNATURE:

REPORTING PERSON /PROXY:

.....
(NAME)

DATE:

SIGNATURE:

General information and instructions for completing the Form:

1. This Form serves to register reports on breaches through an internal and/or external reporting channel.

- "Internal reporting" (to obliged entities under Art. 12 of the PRRPDIBA³) means the oral or written communication of information on breaches within a legal entity in the private or public sector.
- "External reporting" (to the CPDP) means the oral or written communication of information on breaches to the competent authorities.

2. When completing a form submitted to the CPDP as an external channel, it shall be mandatory to indicate whether the report has also been submitted through an Internal Channel.

3. **IMPORTANT!** The Form is intended for official use when registering an alert by the officials designated by the obliged entities to be responsible for receiving and registering reports. The Form may also be used by Reporting Persons as a template for reporting. In this case, the Reporting Person shall complete only Part I-V inclusive.

4. The Form is also intended in the event of oral reporting. In such cases, the officer designated to be responsible for receiving and recording reports shall document the report by completing the Form. After completing the Form, the official shall invite the Reporting Person to sign it if he/she so wishes and shall indicate his/her agreement or refusal in the appropriate place on the Form. The signature should be affixed no later than 7 days after the invitation.

5. Reports by a natural person, in person or through a proxy with an express written authority (no notarization required), through an internal reporting channel or an external reporting channel, or publicly disclosed information on breaches in a work-related context shall be considered.

6. Where a report is made by a proxy, the original of the Power of Attorney referred to in point 4 shall be enclosed to the report.

For the employee receiving and register reports:

7. Obtaining a Unique Identification Number (UIN) is mandatory when registering reports for the needs of the internal reporting channel. The UIN is generated from the website of the CPDP. To receive the UIN, the employee responsible for receiving and registering reports shall select the "UIN" option, and then enter the following information:

- Name and UIC/BULSTAT of the employer with whom the report was submitted;
- Identification data of the employee responsible for receiving and registering the report;
- Subject matter of the report (relevant areas of the breach);
- Method of receipt (written or oral).

8. Within the time limit prescribed by law, information on the UIN and the date of registration of the report shall be provided by the Reporting Person.

9. All reports submitted shall be registered. The circumstances referred to in points 10-12 of these Instructions shall be assessed after registration and receipt of a WIN.

10. No proceedings shall be initiated in respect of registered anonymous reports or reports relating to breaches committed more than two years ago.

³ Obligated entities

Article 12. (*) (1) Obligated entities under this Act shall be:

1. employers in the public sector with the exception of municipalities under paragraph 2;
 2. employers in the private sector with 50 or more workers or employees;
 3. employers in the private sector, regardless of the number of workers or employees, if the activity carried out by them falls within the scope of the acts of the European Union referred to in Part I, Point B and Part II of the Annex to Article 3, paragraphs 1 and 3.
- (2) Municipalities with a population of less than 10 000 or less than 50 workers or employees may share resources to receive reports of breaches and follow up on them, subject to the obligation of confidentiality.
- (3) The obliged entities referred to in paragraph 1, item 2 with a total number of 50 to 249 workers or employees may use a common internal reporting channel by designating one person or a separate unit in accordance with Article 14.

11. There are no recorded signals that do not fall within the scope of the AWP and the content of which does not give grounds to be plausible.

12. Registered reports which do not fall within the scope of the PPRPDIBA and the content of which does not give grounds to be considered truthful shall not be handled.

For the Reporting Person:

13. This form may be used by the Reporting Person as a template for reporting. In this case, the Reporting Person shall complete only Part I-V inclusive.

14. Within the statutory period following the registration of a report, the Reporting Person shall be provided with information on the registration of the report, its UIN and date. Any subsequent information or communication in relation to the report shall be attached to that UIN.

15. Any new or missing information in relation to the report may be provided additionally by the Reporting Person. When it is submitted, the UIN of the report shall be indicated.

16. Please note that:

- No proceedings shall be initiated in respect of registered anonymous reports or reports relating to breaches committed more than two years ago.
- Registered reports which do not fall within the scope of the PPRPDIBA and the content of which does not give grounds to be considered truthful shall not be handled
- Registered reports that contain manifestly false or misleading statements of facts shall be returned with instructions to the Reporting Person to rectify the statements and that he/she bears liability for false accusation under Article 286 of the Criminal Code.

REPORTING OR PUBLICLY DISCLOSING FALSE INFORMATION IS SUBJECT TO ADMINISTRATIVE-PENAL LIABILITY UNDER ARTICLE 45 OF THE PPRPDIBA.