Appendix no. 1 to the Procedure for reporting violations of law and whistleblower protection, constituting an appendix to Order No. 47/2022 of the Rector of the MUB of 01.06.2022.

**Report Form**

* 1. Data of the person making the Report[[1]](#footnote-1)
* Name
* Surname
* Status (e.g. Student / employee / contractor / etc.)
	1. Has the notification of irregularities been directed to an external entity?1

[ ]  YES

[ ]  NO

If YES, specify the Addressee:

* 1. Detailed information on the reported irregularities: 1
		+ Date / period
		+ Place of presentation / organisational unit of the MUB
		+ Description of the event:

* 1. Appendices

|  |  |
| --- | --- |
| No. | Description of the appendix  |
| 1. |  |
| 2. |  |

* 1. Preferred feedback method (address /e-mail)1

**Date and signature of the person making the Report****:[[2]](#footnote-2)**

**Date and signature of the person receiving the Report:2**

**Information clause - Whistleblowers**

Pursuant to art. 13 of the general regulation on the protection of personal data of 27 April 2016. (Official Journal of the European Union L 119 of 04.05.2016) hereinafter referred to as the "GDPR", I hereby inform you that:

1. The Administrator of Personal Data is the Medical University of Białystok with its seat at
ul. Jana Kilińskiego 1, 15-089 Białystok, represented by the Rector.
2. Contact to the Data Protection Officer at the Medical University of Białystok, email address: iod@umb.edu.pl.
3. Contact to the Representative for reports of violations of law at the Medical University
of Bialystok, phone no. 85 748 54 14, e-mail: naruszenia@umb.edu.pl.
4. Your personal data will be processed in order to recognize the Report and conduct an investigation regarding irregularities in the MUB or other appropriate proceedings, and to take actions related to the submission of the Report to appropriate external authorities.
5. Depending on the type of irregularities covered by the Report, your personal data will be processed on the basis of:
6. Art. 6 sec. 1 letter e of GDPR, i.e. performance by the administrator of tasks in the public interest or as part of the exercise of public authority entrusted to the administrator on the basis of the provisions of Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019. on the protection of persons reporting breaches of EU law.
7. Art. 6 sec. 1 letter a of GDPR - in the case of the whistleblower's voluntary consent to the disclosure of data.
8. The recipients of your personal data will be persons authorized by the Administrator who handle Reports, at the same time, access to your data may be provided to entities supporting technical and IT systems that handle Reports under relevant contracts for entrusting the processing of personal data and ensuring the use of appropriate technical and organisational measures ensuring protection data.
9. The recipients of your personal data may be entities authorized to obtain them on the basis of legal provisions, and depending on the nature of the Report, personal data may be transferred to the appropriate Commission operating at the University.
10. Your personal data will be kept for a period of 12 months from the date of completion of the follow-up activities.
11. You have the right to: request the Administrator to access personal data, the right to rectify it, limit processing and the right to object to processing, and the objection shall only apply if further processing is not necessary for the administrator to comply with legal obligation and there are no other overriding legal grounds for processing.
12. You have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, when it is justified that your personal data is processed by the Administrator contrary to the general regulation on the protection of personal data of
27 April 2016.
13. Personal data is necessary for the processing of the Report, and in the event of failure to provide the data, you will not be informed about the acceptance of the Report or its consideration. The lack of data may make it difficult to conduct an investigation, e.g. if it becomes necessary to obtain additional information about the described event.
14. Personal data will not be transferred to third countries.
15. Personal data shall not be subject to automated decision-making, including profiling.

**Information clause – third parties**

Pursuant to art. 14 of the general regulation on the protection of personal data of 27 April 2016. (Official Journal of the European Union L 119 of 04.05.2016) hereinafter referred to as the "GDPR", I hereby inform you that:

1. The Administrator of Personal Data is the Medical University of Białystok with its seat at
ul. Jana Kilińskiego 1, 15-089 Białystok, represented by the Rector.
2. Contact to the Data Protection Officer at the Medical University of Białystok, email address: iod@umb.edu.pl.
3. Contact to the Representative for reports of violations of law at the Medical University
of Bialystok, phone no. 85 748 54 14, e-mail: naruszenia@umb.edu.pl.
4. Your personal data will be processed in order to recognize the Report and conduct an investigation regarding irregularities in the MUB or other appropriate proceedings, and to take actions related to the submission of the Report to appropriate external authorities.
5. Depending on the type of irregularities covered by the Report, your personal data will be processed on the basis of:
6. Art. 6 sec. 1 letter e of GDPR, i.e. performance by the administrator of tasks in the public interest or as part of the exercise of public authority entrusted to the administrator on the basis of the provisions of Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019. on the protection of persons reporting breaches of EU law.
7. The recipients of your personal data will be persons authorized by the Administrator who handle Reports, at the same time, access to your data may be provided to entities supporting technical and IT systems that handle Reports under relevant contracts for entrusting the processing of personal data and ensuring the use of appropriate technical and organisational measures ensuring protection data.
8. The recipients of your personal data may be entities authorized to obtain them on the basis of legal provisions, and depending on the nature of the Report, personal data may be transferred to the appropriate Commission operating at the University.
9. Your personal data will be kept for a period of 12 months from the date of completion of the follow-up activities.
10. You have the right to: request the Administrator to access personal data, the right to rectify it, limit processing and the right to object to processing, and the objection shall only apply if further processing is not necessary for the administrator to comply with legal obligation and there are no other overriding legal grounds for processing.
11. You have the right to lodge a complaint with the President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw, when it is justified that your personal data is processed by the Administrator contrary to the general regulation on the protection of personal data of
27 April 2016.
12. The University has obtained your personal data from a person signalling a violation of the law in to the extent indicated by that person.
13. Personal data will not be transferred to third countries.
14. Personal data shall not be subject to automated decision-making, including profiling.
1. Mandatory field [↑](#footnote-ref-1)
2. Mandatory field for personal Report [↑](#footnote-ref-2)