



REPUBLIC OF BULGARIA
COMMISSION FOR PERSONAL DATA PROTECTION

Registration index and date

...../.....

(to be completed by the employee responsible for accepting and registering the report)

REPORT REGISTRATION FORM

**FOR SUBMITTING INFORMATION ON VIOLATIONS UNDER THE ACT ON THE
PROTECTION OF PERSONS REPORTING OR PUBLICLY DISCLOSING INFORMATION
ON VIOLATIONS**

IMPORTANT! Before completing the form, please read the instructions on pages 5 and 6.

To be completed by the employee who received the report

UIN

Date

(Unique Identification Number – issued by the Central Authority)

METHOD OF SUBMISSION

☐ WRITTEN ☐ ORAL

☐ IN PERSON ☐ THROUGH AN AUTHORIZED REPRESENTATIVE

DETAILS OF THE EMPLOYEE WHO RECEIVED AND REGISTERED THE REPORT

Name

(first, middle and last name)

Position

Employer Name

BULSTAT/UIC Code

To be completed by the reporting person, if they use the form as a template for submitting a report

PART I. DETAILS OF THE REPORTING PERSON

Name

(first, middle and last name)

CONTACT DETAILS

Region

Town/city

Correspondence address

Telephone

E-mail (if any)

☐

I wish to receive confirmation of receipt of the report (to be completed only if the report is submitted to the CPDP)

IN THE CAPACITY OF

☐ a worker, employee, civil servant or other person performing paid work, regardless of the nature of

	the work, the method of payment or the source of funding; ☐ a person performing work without an employment relationship and/or practicing a liberal profession and/or a craft; ☐ a volunteer or trainee; ☐ a partner, shareholder, sole owner of the capital, member of a management or supervisory body of a commercial company, or member of an undertaking's audit committee; ☐ a person working for a natural or legal person, its subcontractors or suppliers; ☐ a job applicant who took part in a competition or other form of selection procedure for employment and, in that capacity, obtained information on a violation; ☐ a worker or employee, where the information was obtained within an employment or service relationship that has ended by the time the report is submitted or the public disclosure is made; ☐ another capacity of the reporting person, for a violation that became known to them in a work-related context ¹ . (please specify).....
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PART II. AGAINST WHOM THE REPORT IS SUBMITTED

IDENTIFICATION (for a report against a natural person)	
Name	 (first, middle and last name, if known)
EMPLOYER Name	
BULSTAT/UIC Code	
IDENTIFICATION (for a report against state or municipal authorities or legal persons)	
Name	
BULSTAT/UIC Code	

PART III. DETAILS OF THE VIOLATION

1. THE VIOLATION RELATES TO (mark the area of the violation)	
☐	a violation of Bulgarian legislation or of European Union acts in the field of:
☐	public procurement;
☐	financial services, products and markets, and the prevention of money laundering and terrorist financing;
☐	product safety and compliance;
☐	transport safety;
☐	environmental protection;
☐	radiation protection and nuclear safety;
☐	food and feed safety, animal health and welfare;
☐	public health;
☐	consumer protection;
☐	protection of privacy and personal data;
☐	security of network and information systems;
☐	a violation affecting the financial interests of the European Union within the meaning of Art. 325 of the Treaty on the Functioning of the European Union;
☐	a violation of internal market rules within the meaning of Art. 26(2) of the Treaty on the Functioning of the European Union, including European Union and Bulgarian rules on competition and State aid;
☐	a violation related to cross-border tax arrangements aimed at obtaining a tax advantage that defeats the object or purpose of the applicable corporate tax law;
☐	a criminal offense of a general nature, of which the reporting person became aware in connection with the performance of their work or duties.
☐	violations of Bulgarian legislation in the field of:
☐	rules on payment of amounts due to the state and municipal budgets;
☐	labor legislation;
☐	legislation related to the performance of civil service.

¹ Under §1, point 4 of the Additional Provisions of the Act - "work-related context" means present or past work activities in the public or private sector through which, irrespective of their nature, persons obtain information on violations and within which such persons may be subject to retaliatory action if they report such information.

2. WHEN THE VIOLATION WAS COMMITTED

Date/Period

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3. DESCRIPTION OF THE VIOLATION (specific details of the violation or the real risk of it being committed)

4. LIST OF ATTACHED EVIDENCE

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**PART IV. PERSONS OTHER THAN THE REPORTING PERSON,
TO WHOM PROTECTION IS TO BE PROVIDED**
(if known at the time the report is submitted)

- | | |
|--------------------------|--|
| ☐ | persons assisting the reporting person in the reporting process; |
| ☐ | persons connected with the reporting person ² who may be subject to retaliatory action because of the report; |
| ☐ | legal persons in which the reporting person holds a shareholding, for which they work, or with which they are otherwise connected in a work-related context. |

LIST/IDENTIFICATION OF THE PERSONS TO WHOM PROTECTION IS TO BE PROVIDED

CAPACITY OF THE PERSON (colleague, relative without limitation of degree, legal person in which the reporting person holds a shareholding, for which they work, or with which they are otherwise connected in a work-related context)												
Name (for natural persons)												
	(first, middle and last name, if known)											
Name (for legal persons)												
	BULSTAT/UIC Code Represented by											

CONTACT DETAILS

Town/city	
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Correspondence address

Telephone	E-mail address (if any)

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

² Under §1, point 9 of the Additional Provisions of the Act - "Persons connected with the reporting person" means third parties who may be subject to retaliatory action in a work-related context, such as colleagues or relatives without limitation of degree

Name (for natural persons)		
	(first, middle and last name, if known)	
Name (for legal persons)		
	BULSTAT/UIC Code	
	Represented by	
CONTACT DETAILS		
Town/city		
Correspondence address		
Telephone		
E-mail address (if any)		

THIS REPORT WAS SUBMITTED THROUGH AN INTERNAL CHANNEL:
(to be completed only when the report is submitted to the CPDP)

☐ YES

☐ NO

INVITATION FOR THE REPORT TO BE SIGNED BY THE REPORTING PERSON
(to be marked by the employee who received and registered the report)

☐ CONSENT

☐ REFUSAL

THE REPORT WAS RECEIVED AND REGISTERED BY:

.....
.....
(name of the employee)

POSITION:

.....
.....

DATE:

SIGNATURE:

REPORTING PERSON/AUTHORIZED REPRESENTATIVE:

.....
.....
(name)

DATE:

SIGNATURE:

General information and instructions for completion:

1. This form is used to register reports of violations submitted through an internal and/or external reporting channel.
 - "Internal reporting" (to the obliged entities under Art. 12 of the Act³) means the oral or written communication of information on violations within a given legal entity in the private or public sector.
 - "External reporting" (to the CPDP) means the oral or written communication of information on violations to the competent authorities, in accordance with the Act.
2. When completing a form submitted to the CPDP as an external channel, it must be indicated whether the report was also submitted through an Internal channel.
3. **IMPORTANT!** The form is intended for official use in registering a report by the employees 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 submitting a report. In that case, the reporting person completes only Parts I – V inclusive.
4. The form is also intended for cases of oral reporting. In such cases, the employee designated to be responsible for receiving and registering reports documents the report by completing the form. After completing the form, the employee offers the reporting person the opportunity to sign it, should they wish to do so, and marks their consent or refusal in the relevant place on the form. The signature must be provided within no later than 7 days of the invitation.
5. Reports are considered when submitted by a natural person, either in person or through an authorized representative holding an express written power of attorney (notarization is not required), through an internal or external reporting channel, or when information on violations is publicly disclosed in a work-related context.
6. When a report is submitted through an authorized representative, the original power of attorney referred to in point 4 must be attached to the report.

For the employee receiving and registering reports:

7. Obtaining a Unique Identification Number (UIN) is mandatory when registering reports for the purposes of the internal reporting channel. The UIN is generated via the CPDP website. To obtain a UIN, the employee responsible for receiving and registering reports selects the "Obtain UIN" option and then enters the following information:
 - the name and UIC/BULSTAT of the employer to whom the report was submitted;
 - the identification details of the employee responsible for receiving and registering the report;
 - the subject matter of the report (the relevant areas of violation);
 - the method of receipt (written or oral).
8. Within the time limit specified by law, the reporting person is provided with information on the UIN and the date of registration of the report.
9. All reports submitted are registered. The circumstances referred to in points 10 – 12 of these instructions are assessed after registration has taken place and the UIN has been obtained.
10. No proceedings shall be opened on the basis of registered anonymous reports or reports concerning violations committed more than two years earlier.
11. Registered reports that do not fall within the scope of the Act, and the content of which does not provide grounds to consider them credible, shall not be reviewed.
12. Registered reports containing manifestly false or misleading statements of fact shall be returned to the reporting person with instructions to correct the statements, together with a notice of the liability they bear for false accusation under Art. 286 of the Criminal Code.

³ Obligated entities

Art. 12. (*) (1) The obliged entities under this Act are:

1. public-sector employers, with the exception of municipalities under para. 2;

2. private-sector employers with 50 or more workers or employees;

3. private-sector employers, regardless of the number of workers or employees, where the activity carried out by them falls within the scope of the European Union acts listed in Part I, letter "B" and Part II of the Annex to Art. 3, paras. 1 and 3.

(2) Municipalities with a population of under 10,000, or with fewer than 50 workers or employees, may share resources for receiving reports of violations and for taking follow-up action on them, while observing the duty of confidentiality.

(3) Obligated entities under para. 1, point 2 with a total of between 50 and 249 workers or employees may use a shared internal reporting channel, by designating a single person or dedicated unit in accordance with Art. 14.

For the reporting person:

13. This form may be used by the reporting person as a template for submitting a report. In that case, the reporting person completes only Parts I – V inclusive.

14. Within the statutory time limit after a report has been registered, the reporting person is provided with information confirming registration of the report, together with its UIN and date. Any subsequent information or communication relating to the report shall be linked to that UIN.

15. Any new information relating to the report, or information not indicated when the form was submitted, may subsequently be provided by the reporting person. When submitting it, the UIN received for the report must be indicated.

16. Please note that:

- No proceedings shall be opened on the basis of registered anonymous reports or reports concerning violations committed more than two years earlier.
- Registered reports that do not fall within the scope of the Act, and the content of which does not provide grounds to consider them credible, shall not be reviewed.
- Registered reports containing manifestly false or misleading statements of fact shall be returned to the reporting person with instructions to correct the statements, together with a notice of the liability they bear for false accusation under Art. 286 of the Criminal Code.

SUBMITTING REPORTS OR PUBLICLY DISCLOSING FALSE INFORMATION SHALL INCUR ADMINISTRATIVE PENAL LIABILITY UNDER ART. 45 OF THE ACT.