

Whistleblower Alert Notification

This form is to be used only when a Disclosable Matter is being made pursuant to the TBS Whistleblower Protection Policy (Policy). Please read the Policy before completing this form.

Where to send this form: Please complete this form and email it to the Whistleblower Governance Officer at Whistleblowing@benevolent.org.au, or post it to: **2E Wentworth Park Road, Glebe NSW 2037** addressed to the Whistleblower Governance Officer.

Note that you may also choose to remain anonymous for the purposes of this Disclosable Matter. However, we may not be able to fully process and/or respond to you in accordance with the Policy.

Your Name (optional):	
Relationship to The Benevolent Society: <i>(In case of past relationship, also state period of relationship (e.g. May 2010 to Feb 2012))</i>	
Contact	Email: Phone: <i>(If there's any preferred time if we wish to call you, please state so)</i>

Disclosable Matter *(If required, please use additional pages to this form for the Disclosable Matter):* Please set out below the nature of Disclosable Matter(s) you wish to disclose. Include as much information as possible including events, dates, practices, names of persons involved (staff or otherwise) and any supporting information or documents that may assist an investigation (e.g. file notes, emails, photographs). If your Disclosable Matter deals with a suspected breach of Commonwealth law, please name that law.

Note that The Benevolent Society will protect the identities and will ensure fair treatment of all parties named. All inquiries / investigations will be conducted in a confidential manner to that end.

Disclosable Matter(s):

What next:

- On receiving this Disclosable Matter, the matter will be internally processed and may be investigated in line with the Policy.
- You may be contacted if any further information is required.
- Please note it may be difficult for an investigator to contact you for further information (if required) if you chooses to remain anonymous.

Consent to disclose identity:

Please note that The Benevolent Society will protect your identity in every practicable way. However, in order to fully investigate your disclosure we may need to disclose your identity to relevant management personnel, advisors and authorities (if any) (together, Stakeholders) to process this Disclosable Matter. Accordingly, we request that you allow us to disclose your identity to those Stakeholders for the purposes of investigating your disclosures and, were appropriate, taking actions we deem necessary in response to those investigations. You are free to determine whether to give this consent.

By signing and sending this form here, you consent to The Benevolent Society disclosing your identity to such Stakeholders (mentioned above).

..... (Sign here)

..... (Print Name)

Date:

PRIVACY COLLECTION NOTICE:

The Benevolent Society collects personal information about you in order to investigate and process your whistleblower disclosure and for purposes otherwise set out in our privacy policy at www.benevolent.org.au. The information you provide will be collected by or on behalf of us and may be disclosed to third parties that help us deliver our services or as required by law. If you do not provide this information we may not be able to fully process, investigate and/or respond to your alert. We do not disclose personal information overseas. However, we use cloud based data storage facilities and social media platforms that are located in the United States and Singapore. Our privacy policy explains: (i) how we store and use, and how we may access and correct your personal information; (ii) how you lodge a complaint regarding the handling of your personal information; and (iii) how we will handle any complaint. If you would like any further information about our privacy policy on www.benevolent.org.au or contact privacy@benevolent.org.au.