



# Reporting Channel

This Reporting Channel was created under Law no. 93/2021 of 20 September and Decree-Law no. 109-E/2021 of 9 December.

## Scope of application

### Whistleblower

Anyone who reports or publicly discloses an offence based on information obtained in the course of their professional activity, regardless of the nature of this activity and the sector in which it is carried out, is considered a whistleblower.

### A whistleblower can be:

Any person who has knowledge of an act that violates the Law or the ethical and moral principles that govern the Institution.

For members of the academic community, employees, lecturers and students, there is a guarantee of whistleblower protection, namely as defined in Law no. 93/2021 of 20 December (GDPR).

### There are two ways of reporting:

#### Anonymous report

There is no record of the whistleblower's personal details;

#### Confidential report

Although the whistleblower may provide their personal data, it will be processed in accordance with ISAL's [Personal Data Protection Policy](#) described at ISAL.

## What information should be provided?

### Identification of the whistleblower

Identification of the whistleblower and contact details [name, number (student, lecturer, employee), position, e-mail address and telephone number], if it is not an anonymous report;

### A description of the situation being reported, in particular:

- A description, as detailed as possible, of the situation;
- The time at which it occurred, whether it is ongoing or is expected to occur;
- Identification of the offender or offenders;
- Indication of whether information has already been given to those responsible or other people, and if so, to whom and when, as well as the response given;
- Other information relevant to the process of analysing and following up on the reported situation, including, if available, documentary evidence or other elements that support the report.

The person responsible for Regulatory Compliance has the task of independently guaranteeing and monitoring the application of the Programme.

You can make your report here at [denuncias@isal.pt](mailto:denuncias@isal.pt)

The decision is made within 10 days, if there is no need for complex steps incompatible with this deadline, and is communicated to the whistleblower, if the whistleblower is not anonymous.

This channel is exclusively for reports under the terms of Law no. 93/2021 of 20 September and Decree-Law no. 109-E/2021 of 9 December.

For other matters, ISAL also has a [Student Ombudsman](#), whose role is to defend and promote the rights and legitimate interests of students within ISAL. You can find more information at [Contacts - ISAL](#).