

Complaint report form

This form allows you to report sexual exploitation or abuse, abuse of authority, including harassment or sexual harassment at the Congregation or by a Congregation staff member, or if the complainant experiences retaliation after an attempted abuse.

Complaints may be filed anonymously (name without identifying the complainant) if the complainant wishes to initiate a general investigation or to investigate a specific incident by identifying the complainant by name.

The information contained in this form is highly confidential. Only authorised persons have access to the form and the information recorded on it. This form must be stored securely.

I. Personal data	
- Name of the complainant or whistleblower (optional) <i>A report may be made anonymously, but it will facilitate the investigation of cases if the name and contact details of the complainant or whistleblower are communicated to the recipient of the report</i>	
- Contact details chosen, with several options (optional)	
- Details of the complainant: - optional Name: Person description (if name is not known) and status (e.g., staff, volunteer, guest): Additional complainants if the abuse was not committed by a single person:	
II. Case description	
Please describe the incident(s) in as much detail as you can! It may help to state the facts by answering questions about who(s), when (dates), what (dates), where (locations) did (did) it. The case description is not limited in pages or characters, it can be continued on a separate page or sheet.	
III Witnesses (optional)	
Please provide, as accurately as you know, the names or descriptions of possible witness(es) and indicate their status and contact information, as well as any relationship you have (friend, co-worker, acquaintance, etc.)	
IV. Documents, exhibits (optional)	
Please indicate and attach if there have been any communications from the person complained against to you that support the facts (text message, e-mail, letter, social media message or comment, picture or screenshot, etc.)	
V. Other information (optional)	
Are there any previous proceedings related to the case? Please describe if you have reported or contacted others in the congregation, if you have contacted authorities about the incident, and to whom! (optional)	

I agree that the data controller of the Budapest-Józsefváros Evangelical Congregation may store my personal data provided when filling in the form until the end of the 5-year period following the assessment of the reported case or until the withdrawal of the notification, and process it for the purpose of contacting me as described in the Privacy Policy.

Date:

Signature (optional):

