

## TRUSTY

*the first free professional whistleblowing app*

### Quick Guide for Whistleblowers

January 2022

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### Submitting Your Report

Firstly, we suggest that you do not enter the whistleblowing app website via the link provided by the organization. The organization usually publishes this link on its homepage or intranet. In order to increase your protection, copy the address of the whistleblowing web-site or bookmark it and enter the web-site directly.

Once you have entered the web-site, you can start submitting your report by clicking on the “Make a report” button.



The report should be made in good faith. Please note, mandatory questions are marked with an asterisk (\*) and you will not be able to proceed without filling in the respective fields. After submitting the report, your username and password will be automatically generated and displayed on your screen. Please write them down as you will need them to enter your inbox and follow up on your report.

In the next step you will find information on how to use the application in a secure way and how the submitted data are being processed.

You need to confirm you read and understand the provided information by ticking the box in order to proceed.



**Secure usage of the application**  
If you do not wish to reveal your identity, be careful not to submit any information that may personally identify you. Check whether your internet connection is safe and the browser you are using, displays a padlock icon. Enter the application directly by saving the entry page to bookmarks.  
ABC Transparency GmbH guarantees the technical anonymity of the reporting person and ensures that his/her identity cannot be traced by technical means.

**Data processing**  
The organization is the controller of the submitted personal data.

Details

I confirm that I have read and understood the warnings about security, confidentiality, the data processing provisions, as well as my obligations regarding anonymity, and hereby accept these conditions.

In the following two steps you will be asked to provide as much information on the reported breach as possible. You will be able to attach documents, however, prior to attaching them we suggest you check the files for metadata that may reveal your identity. If you are still not sure, you can also send the documents in paper to the address of the organization, noting on them the username you will be assigned upon completion of your submission.

**Reporting a breach**

In which country did the alleged breach occur? \*

Austria

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**Reporting a breach**

For successful processing of your report it is important to provide as much information on the subject matter as possible. Mandatory questions are marked with an asterisk and you will not be able to proceed without filling in the respective fields. Information provided in non-mandatory fields is most welcome, however, you can skip these fields if you do not have the relevant knowledge.

When and where did the breach occur?

Persons suspected to be involved

Full name	Position	Organization

+

Is anyone else aware of the breach?

Full name	Position	Organization

+

Please describe the breach in your own words \*

test

Please note that any reported person may be notified of the report at an appropriate time by the organization.

**Attach documents**

Prior to their attachment, check your files for metadata that may reveal your identity. We recommend sending the documents in a pdf format or in paper to the address of the organization and writing your username which will be assigned to you upon completion of your submission.

At the end of the process, you will be asked whether you wish to disclose your identity. If you want to remain anonymous, just click on the "Submit" button.

**Reporting a breach**


You may submit your report anonymously, or you may decide to disclose your identity to the organization either now or even later. In both cases you will be assigned a username and password, which you will need to access your inbox.

Disclosed ID of the reporting person usually allows for a more productive and efficient processing of the report and his/her protection against retaliation. Please refer to the organization's policies for further details on protection against retaliation and confidentiality.

Are you willing to disclose your identity? \*

No, I prefer to remain anonymous.

Yes, I would like to disclose my identity.



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If you decide to identify yourself, you will be able to enter your details into the fields on the next page. The fields with asterisk are mandatory.

You will receive a confirmation of the receipt of your report to the email address that you enter in the dedicated field.

By ticking the box in the bottom of the page you can activate the option to be notified via email of any messages from the organization that are waiting for you in your inbox, provided you entered the email address, of course.

Please enter your details here:

First name \*


Last name \*

E-mail address

Telephone number \*

Relationship towards the organization

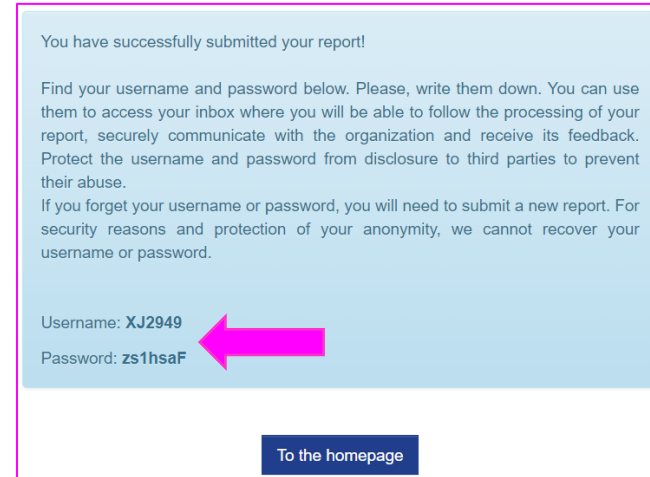
Receive E-mail notifications  Please send me notifications about responses via E-mail.



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Once you submit your report the application will generate a username and password. **WRITE THEM DOWN AND KEEP THEM IN KEEP THEM IN A SAFE PLACE.**

You will need them to access your inbox where you will be able to follow your report and receive feedback from the organization. Also, make sure to protect your username and password from disclosure to third parties to prevent their abuse.



You have successfully submitted your report!

Find your username and password below. Please, write them down. You can use them to access your inbox where you will be able to follow the processing of your report, securely communicate with the organization and receive its feedback. Protect the username and password from disclosure to third parties to prevent their abuse.

If you forget your username or password, you will need to submit a new report. For security reasons and protection of your anonymity, we cannot recover your username or password.

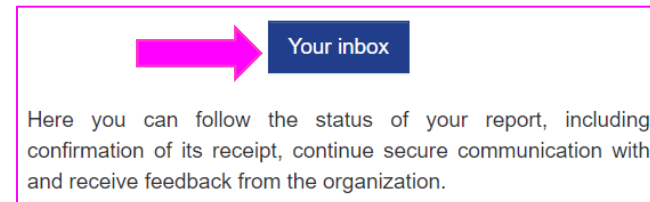
Username: XJ2949  
Password: zs1hsaF

[To the homepage](#)

A pink arrow points to the password field.

### Accessing Your Inbox

You can access your inbox from the application homepage by clicking on the button "Your inbox".



[Your inbox](#)

Here you can follow the status of your report, including confirmation of its receipt, continue secure communication with and receive feedback from the organization.

A pink arrow points to the 'Your inbox' button.

After confirming the warnings about security and data processing, you will be asked to log in with your username and password that you received upon submitting your report.

### Login

Enter your username and password into the designated fields below. If this is your first log in, use the username and password you received upon completion of the submission of your report.

Username

Password

[Forward](#)

In your inbox you will find information on the status of your report case and communicate with the organization in a secure and confidential way.

If you wish to send a message to the organization, simply enter it in the text field and click on the "Send" button.

In case you initially decided to remain anonymous, you can disclose your identity whenever you decide to do that by clicking on the link "I wish to disclose my identity" in the bottom of the page.

### Follow your report

Content of the report is not shown for security reasons.

Entry date: 20.01.2022  
Case status: Received

Your messages:

20.01.2022 - Demo  
Please tell us more.

Your reply

I would like to add...

[Attach documents](#)

Prior to their attachment, check your files for metadata that may reveal your identity. We recommend sending the documents in a pdf format or in paper to the address of the organization and writing your username which will be assigned to you upon completion of your submission.

[Send](#)

[I wish to disclose my identity](#)

By clicking the sandwich icon ☰ in the top right corner of your inbox you will be able to change your password. The new password needs to have at least 8 characters.

## Change password

Current password

New password

Repeat new password

**Save**