# Role of a witness

As part of the report process, the reporting party and the responding party will be asked for the names and contact details of any witnesses who have information in relation to the specific report/incident(s) that occurred.

If the report progresses to a Trauma Informed Investigation and your name was provided as a witness the investigation team may contact you and ask if you consent to inputting to the investigation.

If you consent to inputting to the investigation, the investigation team will follow up with you.

Witnesses that do not have information related to the specific report/incident such as character witnesses **are not** required as part of this process. The investigation process is trying to establish if there was a policy breach, only information relevant to the alleged breach is required.

Witnesses should be aware of the following:

* All individuals involved in the process must keep information that is disclosed to them as part of the process confidential.
* Any unauthorised disclosure of confidential information will be considered a policy violation and will be treated as such.
* A copy of your statement (including your name) will be shared with the parties involved in the report [Reporting and Responding Parties).

See also:

[Report-Process-Map.png (651×921)](https://www.universityofgalway.ie/media/equality/files/Report-Process-Map.png)

[Supports for Students and Staff - University of Galway](https://www.universityofgalway.ie/equalityanddiversity/sexualviolenceandharassmentpreventionandresponse/supportsforstudentsandstaff/)