



الهيئة الوطنية  
للأمن السيبراني

National Cybersecurity Authority

# Rules for Reporting of Cybersecurity-Related Violations

Sharing Notice (TLP): **White (No  
Restrictions)**

Document Classification: **Public**

**In the Name of Allah, Most Gracious, Most Merciful**

## Traffic Light Protocol (TLP):

The Traffic Light Protocol (TLP) was established to facilitate the sharing of the maximum amount of sensitive information. It is widely used around the world and comprises four colors (light signals):

-  **Red (Personal and Confidential - for the Intended Recipient Only)**  
The recipient is not authorized to share the red-classified material with any individual, whether inside or outside the entity; sharing is strictly prohibited beyond the defined scope of receipt.
-  **Amber (Restricted Sharing)**  
The recipient may share the information only with the intended recipients inside the entity or with recipients who are required to take action related to the shared information.
-  **Green (Sharing within the Same Community)**  
The recipient may share the information with others within the same entity or with entities that have a relevant relationship or operate within the same sector; however, it is not permitted to disseminate or publish the information via public channels.
-  **White (No Restrictions)**

Contents

Article (1): Definitions ..... 4

Article (2): Receiving Reports ..... 4

Article (3): Handling of Reports ..... 5

Article (4): Eligibility Criteria for Reward Entitlement..... 5

Article (5): Committee ..... 6

Article (6): Determining Reward Amount ..... 6

Article (7): Confidentiality ..... 7

Article (8): General Provisions..... 7

## Article (1): Definitions

The following terms and phrases, wherever mentioned herein, shall have the meanings ascribed thereto, unless the context requires otherwise:

**Legal Powers:** The Legal Powers of the National Cybersecurity Authority issued by Royal Decree No. (M/117) dated 21/06/1446 AH.

**Rules:** Rules for Reporting of Cybersecurity-related Violations.

**NCA:** The National Cybersecurity Authority.

**Governor:** The Governor of NCA.

**Violations:** The violations provided for in Clause (First) of the Legal Powers.

**Report:** Information submitted to NCA, as prescribed by the Rules, regarding any acts or practices that constitute, or are suspected of constituting, a violation in accordance with the violations provided for in Clause (First) of the Legal Powers.

**Committee:** Committee for Rewarding Whistleblowers of Cybersecurity Violations.

**Whistleblower:** Any person who submits a report to NCA, excluding NCA employees.

**NCA Employees:** Any person employed by NCA or its centers, including inspectors, and any person employed by any entity entrusted with carrying out oversight, inspection, and violation detection functions, as provided for in Paragraph (6) of Clause (Second) of the Legal Powers.

**Reported Person:** Any person against whom a report is submitted to NCA.

**Reward:** A monetary amount granted to the Whistleblower in accordance with the Rules.

## Article (2): Receiving Reports

1. NCA receives reports through its website or through any other methods designated by NCA.
2. NCA receives reports through the methods provided for in Paragraph (1) of this Article, using the forms approved for this purpose, provided that they include the following information:
  - A. The Whistleblower's name, ID number, address, and contact details.
  - B. The Reported Person's name, address, and contact details, where available.

- C. A description of the violation, including its nature, location, and the date on which the Whistleblower became aware of such violation.
  - D. Data, documents, or evidence directly relevant to the report.
  - E. An indication of whether the Whistleblower wishes to receive a reward.
  - F. Any other information that NCA deems necessary to request.
3. Without prejudice to Paragraph (2) of this Article, NCA may receive anonymous reports. In such cases, the Whistleblower shall forfeit the right to receive a reward.

## Article (3): Handling of Reports

Upon receiving a report, NCA shall:

1. Register the report and maintain a confidential register established for this purpose to record and track its disposition.
2. Consider the report and verify its validity and the accuracy of the information, documents, and evidence supporting it, and communicate with the Whistleblower for clarification, where necessary, or request any additional data or documents relevant to the report.
3. Ensure that NCA has not previously detected the violation that is the subject of the report.
4. Ensure that no other similar reports have been submitted.

## Article (4): Eligibility Criteria for Reward Entitlement

NCA may, at its discretion, grant a reward to the Whistleblower, provided that the following conditions are met:

1. The violation that is the subject of the report is established by a final decision, either through the issuance of a judgment or the lapse of the time-limit for appeal, and the report has contributed to establishing the violation.
2. The Whistleblower is a natural person.
3. The Whistleblower is neither a NCA Employee nor a spouse, in-law, or relative up to the fourth degree of any NCA Employee or any employee of entities contracted with NCA to perform key or operational functions on its behalf.
4. The violation has not previously been reported or rewarded by NCA.
5. The Whistleblower's disclosure of the reported violation is not a result of his job duties.
6. The Whistleblower does not disclose any information relating to the report to any third party.

7. The report is submitted using lawful methods and does not involve any unlawful practices, including unauthorized access to the systems of the entity or any third party.
8. The reported violation is one punishable by a fine, and NCA has collected the amount of such fine.

## Article (5): Committee

1. A committee shall be established by a decision of the Governor and shall comprise no less than (three) members from among NCA Employees. The Committee shall be responsible for examining the referred reports, determining the Whistleblowers' eligibility for rewards, and determining the amount of such rewards in accordance with the Rules.
2. When selecting the Committee Members and Chairman, due consideration shall be given to individuals with financial or accounting, and legal expertise and knowledge.
3. The Committee shall submit its recommendations regarding the reports provided for in Paragraph (1) of this Article to the Governor for approval.
4. The Committee Members and Chairman shall maintain the confidentiality of all documents and information to which they have access.

## Article (6): Determining Reward Amount

1. The reward shall not exceed (SAR 50,000) fifty thousand Saudi Riyals or (1%) of the collected fine, whichever is lower.
2. When determining reward amount, the Committee shall take into account the following criteria:
  - A. The contribution of the report to establishing the violation, including the significance, accuracy, and completeness of the information contained therein.
  - B. The severity and significance of the violation.
  - C. The degree of difficulty for the detection of the violation and the Whistleblower's effort in uncovering such violation.
  - D. The extent of damage that would have resulted from the violation had it not been reported.
  - E. Whether the information contained in the report was publicly available.
  - F. The extent of the Whistleblower's cooperation, where contacted.
  - G. The extent to which the Whistleblower contributed to persuading other parties, if any, to cooperate in relation to the subject matter of the report.

## Article (7): Confidentiality

1. All information submitted to NCA pursuant to these Rules shall be deemed confidential.
2. NCA shall ensure the confidentiality of the submitted reports and shall not disclose any information relating thereto except as permitted by law, particularly regarding the Whistleblower's identity. In addition, NCA shall take all necessary measures to ensure such confidentiality.
3. NCA shall be entitled not to disclose the actions taken in respect of the submitted reports or the findings reached in relation thereto.

## Article (8): General Provisions

1. NCA shall be entitled to take any legal action it deems appropriate against any person proven to have submitted a malicious report, including referring the Whistleblower to the competent authorities.
2. Any action provided for under these Rules may be taken using electronic and technological methods.
3. The Governor shall issue any instruments necessary for enforcing these Rules.
4. These Rules shall enter into force as of the date of their publication on NCA's website and shall supersede any provisions that conflict therewith.