



## 6. Acknowledgement

All of the information provided is true and correct to the best of my knowledge.

<b>Signature</b>		<b>Date</b>	Click here to enter a date.
I am willing to provide additional feedback if required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### Our commitment to you:

We will only use the information provided on this form to resolve your complaint. We will usually provide the information you give us to other staff within this organisation that may have information relevant to your complaint so that it can be managed fairly.

Your personal information will not be provided to any person you are complaining about, unless it is specifically required to ensure your complaint is appropriately dealt with. None of the information you provide on this form will be disclosed outside of the The Spiers Centre without your permission, unless we are required to do so by law.

## 8. OFFICE USE ONLY

<b>Receiving officer</b>			
<b>Position</b>		<b>Date</b>	Click here to enter a date.
<b>Complaint lodged</b>	<input type="checkbox"/> Telephone	<input type="checkbox"/> In person	<input type="checkbox"/> In writing
<b>Referred to line manager</b>		<b>Date</b>	
<b>Action Taken:</b>		<b>Date</b>	Click here to enter a date.
<b>Outcome:</b>			
<b>Notes</b>			