

## St Mary's Eastrop – Complaint Form

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### Your details

**Name:**

**Address:**

**Phone:**

**Email:**

If anyone else is involved in raising this complaint or you are raising the complaint on behalf of someone else, please give details:

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### About the Complaint

**Date(s):**

**Persons involved:**

**Complaint about:** *please explain what your complaint is about*

### Supporting information:

- *Name of the person or subject matter of the complaint*
- *What happened when and where*
- *If you are complaining about a decision please say what it was about and who made it*
- *Any other helpful information*

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### Have you tried to resolve this informally – if so, what happened?

*Who did you deal with, when and where. What information did you give. Why are you not satisfied with the outcome.*

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### What action do you want the PCC to take and what outcome are you looking for?

*The PCC cannot promise to do what you ask, it is helpful to understand what resolution you are seeking.*

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The PCC will treat your data carefully and in accordance with our [data protection policy](#). The PCC cannot guarantee to keep the fact and details of your complaint confidential if it is necessary and proportionate to share your data to review and resolve your complaint.

**Signature of complainant:**

**Date:**