

Say It!!

Tell us what you think

Please send your completed form to:

Information Governance and Complaints
Municipal Offices
Town Hall Square
Grimsby
North East Lincolnshire
DN31 1HU

Compliments, Complaints, Suggestions Form

Please indicate the type of feedback you are providing

Compliment Complaint Suggestion

Would you like help with your complaint? Yes No

How would you prefer to be contacted

Phone Email Post

Name:

Date:

Address:

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Tel:.....

Email:

Please provide us with details of your compliment/
complaint/suggestion.

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Thank you for your feedback

Details of the issues you have raised, along with your name and address is stored by us in a secure data base and is used to only respond to your query, to address the issue you have raised, and for improving our services. Unless you have agreed otherwise, the information you supply will not be used for any other purpose. We may contact you on rare occasions to ask for feedback on the service. We may also produce reports on the use of the service to enable us to monitor and develop it. These reports will be based on anonymous data and no individuals will be identified.

Your complaint will be treated in strict confidence, with all personal information provided processed in accordance with the Data Protection Act. As part of the investigation we will review the records and information held relevant to your complaint.

