

# General Complaints

## Form 3



<b>Parish</b>	All complaints arising during a church related activity (with the exception of complaints about child abuse) should if possible be resolved by discussion between the parties involved. If this is not feasible, the complainant should complete the details below and submit it to the person in charge or the Parish Priest. This form can also be completed and sent directly to the Director of Safeguarding or the Bishop.		
<b>Complainant Details</b>			
<b>Name</b>		<b>Tel. Land</b>	
<b>Address</b>		<b>Tel. Mobile</b>	
		<b>Email</b>	
<b>Details of Complaint</b>			
<hr/> <hr/> <hr/>			
<p>The information on this form will be processed by the Archdiocese/parish in accordance with its Safeguarding Policies and Procedures and applicable law. It will be stored indefinitely by the Archdiocese/Parish in accordance with those requirements. Depending on the nature of the data on the form, it may be necessary to disclose some details to the appropriate statutory agencies. For further information, please see the Parish/Diocese Privacy Policy or contact the Data Protection Officer.</p>			
<b>Date / time of incident to which the complaint relates</b>			
<b>Names of witnesses to the incident the complaint relates</b>	<hr/>		
<b>Name of person/s complained against</b>			
<b>Activity to which the complaint relates</b>			
<b>Action required by complainant</b>			
<b>Complainant signature</b>		<b>Date</b>	
<b>OFFICE USE ONLY</b>			

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Form received by		Date	
Action to be taken, by whom?			

