



# Complaints Form

First Name

Last Name

Address

Phone

Email

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

Dates (dd/mm/yyyy)

Persons Involved

Complaint about

Supporting information

Q1. Have you tried to resolve this matter informally?

☐ Yes ☐ No

Please explain briefly why you decided not to try to resolve the matter informally.

Q2. If you tried to resolve this matter informally, what happened?

Q3. What actions are you wanting the church to take and what outcomes are you seeking?

**SIGN**

Thank you for submitting your complaint to us. We take the security of your personal information very seriously and will collect, hold, and process your data in accordance with UK data protection legislation. The details that you provide to us on this form will be stored securely and used for our legitimate interest to assess your complaint and/or investigate your complaint. We will also use your details to contact you about your complaint. Although your complaint will be handled with a high degree of confidentiality, it may be necessary to share your personal information and the details of your complaint with external agencies. Your information will only ever be shared with those who need to know in order to bring a resolution to your complaint or to fulfil any legal obligations. To read our full privacy policy please visit our website <https://cvmchurch.co.uk/public-complaints-policy>.