



5. What problems do you think this has caused you?


6. What do you want Torbay Children's Services to do to put things right?


7. (a) Have you complained about this matter before?

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(b) If you have, who did you complain to, and when?

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If you have any documents to support your complaint, for example letters from Torbay Children's Services, you can send these with this form.

Please tick this box if you would like your documents returned to you

To be signed by the person making the complaint.

Signed ..... Dated .....

**Data Privacy Statement**

The information you provide on this form will be used to provide you with a response in relation to your complaint, and may be disclosed to other departments within the Council in order to help us process your complaint. The information you provide will be processed in accordance with the Data Protection Act 1998, and in particular, will be retained for as long as necessary for us to process your query, as well as in line with applicable legislation and our own retention policy. By completing this form, you acknowledge that you have read and understand this Data Privacy statement, and that you agree that Torbay Council may process personal data relating to you for the purposes detailed above, and in accordance with the relevant legislation. If you wish to access your personal information at any time please contact Information Compliance on 01803 201201.