

## FORM 1.7A (1) Complaints Form

All complaints arising during a Church-related activity (with the exception of complaints about child abuse) should attempt to be resolved by discussion between the parties involved. If this is not possible, this form should be completed and sent to the Church authority.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Details of Complaint (continue on separate sheet if necessary)

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\_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Data Protection** - this form will be held on file, in accordance with the data protection policy of the Diocese of Waterford & Lismore. The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.