**Sinfin Running Club Complaint Form (Page 1 or 2)**

|  |  |
| --- | --- |
| **Your Name** |  |
| **Address**  |  |
|  |  |
| **Telephone Number** |  |
|  |  |
| **Email address**  |  |

**Please provide as much detail as possible.**

|  |  |
| --- | --- |
| I am writing to make a formal complaint against/about |  |
| Please describe what your complaint is and when it arose |  |
| Please provide details about the consequences of what happened |  |
| What action, if any, have you already taken to try to resolve your complaint? (who have you spoken with or written to and what was the outcome?). |  |
| Please detail names and addresses of any witnesses |  |
| What do you think SRC did wrong for this complaint to have occurred |  |
| What do you think the Club should do to resolve matters at this stage? |  |
| Please detail any evidence or documentation you wish to include in your complaint |  |

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Please consider if you give consent to share your personal data with any investigating officer or not.

**Please delete either**

I give my consent for information held in paper and electronic records in respect of my case to be made available to any allocated investigator. I consent to this confidential and sensitive data to be shared for that specific purpose. I realise that any information held about any third party cannot be shared without their specific consent. Should it be necessary in the view of the investigator to seek that third party consent I give my approval that they may share sufficient information with that third party to enable that person to make an informed choice about whether or not to give consent to sharing that person’s information with the investigator.

**OR**

I do not give my consent to share my personal data to an allocated investigating officer. I acknowledge that this may limit the scope of the complaint investigation. OR You may share my data for the purposes of the investigation as long as upon its conclusion all of these records are deleted or destroyed.

Signed

Dated

Please forward completed copy of Complaints Form along with any supporting evidence to

sinfinrc.committee@gmail.com