|  |  |
| --- | --- |
| Public Service CommissionOnline Complaint Form |  |

# PSC Privacy Notice

*The Public Service Commission is collecting the information to act on your complaint and access will only be provided to authorised officers. Your personal information will not be disclosed, other than for the purposes of managing the complaint, to any other third party without your consent, unless required by law or for the purposes of the Information Privacy Act 2009.*

#### Do you want to be notified about the result or contacted if we need more information?

[ ]  No - (Anonymous complaints may be lodged, but is should be noted to the complainant that it may be more difficult to investigate due to the difficulty of obtaining further information from the complainant.

[ ]  Yes - Please Complete the Complainant details below:

|  |
| --- |
| 1. **Complainant contact details**
 |
| Full Name:  |  |
| Address: |  |
|  | Postcode: |  |
| Email: |  |
| Telephone: |  |
| Mobile: |  |
| Preferred contact method: | [ ]  Telephone | [ ]  Mobile | [ ]  Letter | [ ]  Email |

|  |
| --- |
| 1. **Complaint details**
 |
| Have you lodged a complaint about this issue before?  | [ ]  No | [ ]  Yes |
| If yes, when:  |
| Have you lodged your complaint with another agency? | [ ]  No | [ ]  Yes |

Please ensure that you attach relevant documentation that supports your complaint.

|  |
| --- |
| 1. **Timeframe for lodgement**
 |
| Is your complaint lodged within 12 months from the time the grounds of the complaint arose? | [ ]  No | [ ]  Yes |
| If no, please provide details of exceptional circumstances  |

|  |
| --- |
| 1. **Complaint summary**
 |
| What is your complaint about (details of your complaint)  |
|  |
| What is the outcome you are seeking?  |
|  |

|  |
| --- |
| 1. **Acknowledgement**
 |
| [ ]  I acknowledge that all the information provided above is true and correct to the best of my knowledge. |
| Full name: |  | Date:  |  |
|  |  |  |  |