**COMPLAINT DETAILS**

**Please complete the following details as accurately as possible and email the form to** **FoodandSafety.Duty@derby.gov.uk**

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| **YOUR DETAILS** |
| **Name** |
| **Address****Postcode** |
| **Contact Telephone Number** |
| **Email Address** |

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| **COMPLAINT DETAILS** |
| **Name of Premises** |
| **Address****Postcode** |
| **Date of Incident** |
| **Time of Incident** |
| **Please provide details of your complaint / concerns****Have you spoken to the business about your concerns?** *Please tick below***No** **Yes** **If Yes, when? Date: Time:****Who did you speak to?** |
| **What was the outcome?** |
| **Please provide the names of any other witnesses of the incident:** |
| **Do you wish to remain anonymous?*****Please note that we do not release your details without your consent****Please tick below***Yes****No** |

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| **Would you be willing to provide a Witness Statement and/or attend court?***Please tick below***Yes****No** |

***The Food and Safety Team of Derby City is committed to protecting and respecting your privacy when you use our services.***

**How is your information used?**

In performance of our public tasks use the information collected to enable us to contact you in relation to food hygiene and health and safety inspections, during the investigation of complaints about your businesses and to keep you informed on new guidance or legal requirements. In the case of an investigations or complaints, the information may be used to identify the source of illness, identify the cause of an accident or investigation breaches of businesses obligations in law.

**Who will your information be shared with?**

Your information may be shared within the Council, and with external agencies and other Government Departments. We do not share your information with anyone else unless we are required to do so by law or it is necessary to provide our services to you. We may share your information with the following:

**Internal:** Building Control, Environmental Protection, Licensing, Trading Standards Land Charges, Planning etc.

**External:** Derbyshire Fire and Rescue, Public Health England, Health and Safety Executive, HM Revenues and Customs, Police Quality Care Commission etc.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS. Email: contact.support@derby.gov.uk Tel: 01332 640825.