Annex 6.2 – Complaints Process Date of issue: 04/05/2023

## **Annex 6.2 - Complaints Process**

- 1. If you would like to submit a comment, compliment <u>orand</u> complaint regarding the work of the council, you can do so online via the council's website: <u>Comments, compliments and complaintsComments, compliments or complaints</u>.
- 2. Alternatively, you can write to Customer Services at the address below, or come in person to:

Epsom & Ewell Borough Council Town Hall The Parade

Epsom

Surrey

**KT18 5BY** 

- 3. If your complaint is about a councillor, please refer to the Members' Code of Conduct (see Constitution, Appendix 1).
- 4. If you have complained to the council in relation to a Complaints related to data handling / processing, data protection orand information governance matter and are not satisfied with the final outcome, you can can also be madecomplain to the Information Commissioner's Office ("ICO"). Details can be found on the ICO's website:

ICO - Make a complaint