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| Complaints formMaking a complaint about Audit Scotland, Accounts Commission or Auditor General for Scotland | Complaints_form_banner |
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By completing this form, you will help us to investigate and respond to your complaint quickly and comprehensively. If you have any questions or difficulties completing this form, please contact us on 0131 625 1500 or email us at: complaints@audit-scotland.gov.uk

Your details

|  |  |
| --- | --- |
| Name |       |
| Postal address or email address (required for responding to your request) |       |
| Telephone number (to contact you if required) |        |

Please tell us how you would like us to respond to your complaint:

 Email [ ]  Letter [ ]

About your complaint

Please give details of the person, department or issue you want to complain about.

|  |  |
| --- | --- |
| Title (if known) |       |
| Name |       |
| Job title |       |
| Sector/department or office location |       |

Details of your complaint

Please provide as much information as you can, including the date, time and details of the event, any evidence that supports your complaint and explain how you think we can resolve the matter. If needed, please continue on a separate sheet(s).

Details of your complaint (continued)

Please sign this statement

I understand and accept that the details of this complaint will normally be made available during the investigation to the person or department that may be the subject of the complaint.

|  |  |
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| Signature:       | Date:       |

Audit Scotland processes your personal information lawfully, fairly and in a transparent manner. We are processing your personal information to comply with a legal obligation on us in relation to your complaint and our complaints handling arrangements. Our [privacy notice](http://www.audit-scotland.gov.uk/privacy) will give you more information on your rights and how we will process your personal information.

Please email completed form to the Corporate Governance Manager, **complaints@audit-scotland.gov.uk**or post a copy to: Corporate Governance Manager, Audit Scotland, 4th Floor, 102 West Port, Edinburgh,

EH3 9DN