

COMPLIMENTS FORM

If you require assistance with submitting this form please contact compliments@serc.ac.uk

If we have done something well, we value and appreciate your positive feedback.

This form should be returned to: Senior Customer Services Officer, SERC, 25 Castle Street, Lisburn, BT27 4SU or emailed to compliments@serc.ac.uk

Title:	Miss / Mr / Mrs / Ms		Other:		
Name:					
Contact Address:					
Tel Number:					
Email:					
Course (if applicable)					
Student ID (if applicable)					
Status (please tick relevant box)					
Student (Up to and including Level 3)	Student (Level 4 and above)	Parent or Guardian	Member of the Public	Employer	Organisation
<p>Details of Compliment: Please ensure that all details are provided, including (if relevant) date, time and place of the event; and names of those involved if known. You may attach additional sheets if necessary.</p>					

PRIVACY NOTICE: Information gathered on this form will be processed within the provisions of the General Data Protection Regulations (GDPR) and used for the purpose of recording your compliment. The College is permitted to process personal data where there is a 'lawful basis' to do so. This processing is necessary for the performance of a **public task** or in the exercise of official authority vested in the College as a Data Controller e.g. Public Authorities are subject to the Northern Ireland Public Services Ombudsman (NIPSO). Your information may be shared with relevant College staff for the purpose of recording your compliment. It may also be shared with authorised third parties such as NIPSO, legal professionals where there is a lawful basis to do so. Further information on data protection and your rights are available on our website <https://www.serc.ac.uk/customer-privacy>

I realise that if I choose not to agree to these terms, the College will be unable to record my compliment.

Signed: _____ Date: _____

<u>Office Use Only</u>	
Date Received: Received By:	Date Acknowledged: Responsible Owner: