



# WHISTLEBLOWING AND COMPLAINTS FORM

You may use this form to report whistleblowing information, make a complaint or notify us about a breach of any other relevant policies.

Submit to: **Whistleblowing and Complaints Trustee** [Richard.p@vcr.email](mailto:Richard.p@vcr.email)

**NOTE: This report is confidential and must not be given or the contents disclosed to any unauthorised person.**

Whistleblowing and complaints reporting form	
To be filled by the complainant / whistleblower	
Details of the person completing the form (leave blank if you prefer to stay anonymous)	
Name:	
Organisation's name:	
Designation:	
Contact details: So we can update you on the progress of your report	
Details of concern/complaint/incident	
Please make the report as precise as possible, quoting names of those involved, timings and any additional information that will help us to investigate your report.	
Undertaking: I can confirm that to the best of my knowledge, the information provided above is correct and that I will be available to answer any further questions on this matter.	
Signed:	
Date:	



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You have consented to the use of your personal information to enable us to consider, investigate where necessary, and respond to your enquiry. We are committed to doing that in the most safe, efficient and proper way. You may withdraw consent at any time by emailing us at [admin@vcr.email](mailto:admin@vcr.email)

Depending on the nature of your enquiry, if you withdraw your consent we may still need to use your personal information to comply with our public function or our legal duty. A more comprehensive Privacy Notice can be accessed on the VCR Website.

Sometimes we may need to share your personal information with other organisations to progress an investigation, if so we will obtain your consent beforehand.

Records related to whistleblowing allegations are archived for research or statistical purposes but are treated confidentially to ensure that your privacy is protected.