**Northern Regional College**

**Customer Compliments Form**

If you require assistance with making a compliment, please contact quality.improvement@nrc.ac.uk . If we have done something well, we value and appreciate your positive feedback.

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| Title (Miss/Mrs/Ms/Mr/Other): |  |
| Name: |  |
| Contact Address: |  |
| Telephone Number: |  |
| E-mail: |  |
| Student ID (if applicable) |  |
| Course Title (if applicable) |  |
| Status (please ‘X’ ) |
| FE/WBLStudent | HEStudent | Parent or Guardian | Member of the Public | Employer | Organisation |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **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. You may attach additional sheets if necessary. |
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*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 processing 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 investigating 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.*

This form should be returned:

By post to: Quality Manager, Northern Regional College, Trostan Ave, Ballymena, BT43 7BN.

By e-mail to: quality.improvement@nrc.ac.uk

NB: You can post your compliment externally, or leave it at your nearest Campus Reception.

***I understand that a copy of this form may be provided to a member of staff if they are the subject of the compliment.***

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| Signature: | Date: |

QUA4/Iss7