



**Comhairle Contae
an Chabháin**
Cavan
County Council

Cavan County Council

Customer Service Query Form

Cavan County Council is committed to providing an efficient and courteous service to all our customers.

The form can be filled electronically or printed out and filled by hand. If you are dissatisfied with the quality of service you received, please complete and return this form to **cro@cavancoco.ie** or by post to Customer Relations Officer, Cavan County Council, Johnston Central Library, Farnham Street, Cavan Town, H12C9K1. Your complaint will be dealt with in accordance with the complaints and appeals procedure adopted by Cavan County Council, which can be viewed at **www.cavancoco.ie/customer-service**

Please complete the following:

Please complete	
Name	<input type="text"/>
Address	<input type="text"/>
Telephone number	<input type="text"/>

Please give details of your complaint

Section or division

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Date of complaint

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Nature of complaint

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Your signature	<input type="text"/>
Date	<input type="text"/>

Official use only

Date complaint recieved	<input type="text"/>
Referred to/date	<input type="text"/>
Reference number	<input type="text"/>
Date acknowledged	<input type="text"/>
Date decision issued	<input type="text"/>
Appeal recieved	<input type="text"/>
Appeal decision	<input type="text"/>
Directorate	<input type="text"/>

Data Protection

Cavan County Council is a data controller. We will process data received via this form:

- Under Art 6(1)(e) GDPR and in exercise of official authority vested in us as the controller under the Local Government Act, 2001

Sharing of Personal Data

We may share your Personal Data with selected third parties, including, for example The Ombudsman, where required to do so by law. Further information regarding the sharing of your personal data can be found in our Privacy Notice, which is available at: www.cavancoco.ie/privacy-statement