

How to complain about PSA

Introduction

We aim for high standards of professional behaviour in all our dealings with people. We recognise that there may be occasions when people wish to complain about the PSA itself.

This note is intended to help people to make a complaint about the PSA. It sets out the sort of issues covered by this complaints procedure as well as the sort of issues that are not covered but dealt with in a different way. The procedure is meant to cover complaints about the way we have handled issues that you have reported to us, or how we have responded to you.

Complaints covered by this procedure

This procedure is meant to cover complaints to us about:

- the professionalism and courtesy of our staff
- the accuracy of information or advice given to you
- a failure to give you access to non-confidential information that is available to us
- a failure to act in accordance with our own published procedures and the principles of good regulation
- our actions being discriminatory or unfair towards you
- the timeliness of our actions.

Complaints not covered by this procedure

This procedure is primarily about how we have conducted our responsibilities and is not intended to be used to complain about our policies, regulations or about individual phone-paid services. We have other channels for raising these sorts of issues including those listed below:

- to complain about your experience with a phone-paid service, please see how to report an issue at <https://psauthority.org.uk/for-consumers/report-an-issue>
- if you disagree with how a decision was made by PSA in accordance with its regulatory obligations and/or powers, including which services are investigated and subsequently adjudicated, please write to us using the email address enquiries@psauthority.org.uk
- if you disagree with our published policies or any government policy, or our application of any Ofcom policy that we are required to follow, please also use the email address enquiries@psauthority.org.uk
- if you are a company involved in PRS services (or an employee of such a company), you cannot use this procedure to complain about any matter (such as the outcome of a PRS investigation) for which a separate review process exists in the PSA Code of Practice. Please refer to the "For business" section of our website for more information and guidance.

Complaints procedure

This procedure has three stages. We hope to resolve complaints first time – at stage 1. If you are not happy with our first response there are two further stages – at stage 2, you may refer your complaint to our CEO and finally at stage 3, we have an independent complaints assessor who will review your complaint.

Stage 1 – Initial complaint

In the first instance, you should make your complaint about us either

- in writing to complaintsaboutus@psauthority.org.uk or Phone-paid Services Authority, 40 Bank Street, London, E14 5NR
- by telephone, 0300 30 300 20

If you make a complaint about us via an alternative route, we will do our best to capture it and include it under this complaints procedure, but cannot guarantee we will do so.

We will consider all eligible complaints that are made within three months of the issue being complained about and will only consider complaints made outside of this time period in exceptional circumstances.

Your complaint should set out:

- the facts of the issue(s) as clearly as possible, ensuring that all important details and dates are included
- how you would best like us to contact you in response.

We will:

- acknowledge receipt of your complaint within [five] working days of receiving it and inform you of our target date for responding to your complaint;
- subsequently provide you with a response to your complaint, including any steps we will take to remedy any complaint upheld. You will usually receive a response to your complaint within two weeks of our receiving it. If we cannot give a full reply in this time (including in circumstances where we need further information from you), we will tell you why, and when you are likely to receive it or what further information we require from you. Where you have provided us with sufficient further information, we will provide you with a response to your complaint within two weeks of us receiving the information.

Stage 2 – Chief Executive review

If you are not satisfied with the response you receive at Stage 1, you should write to our Chief Executive (using one of the contact addresses set out in Stage 1). You should do this within 4 weeks of receiving our Stage 1 response, otherwise the Chief Executive will not be able to consider the matter (unless there are exceptional circumstances as determined by the Chief Executive).

Please ensure that in your Stage 2 letter you tell us:

- what happened
- when it happened
- who dealt with you
- why you think what happened was wrong
- what you would like us to do to put things right
- how you would best like us to contact you with our response.

In certain circumstances, we may treat ongoing correspondence as being in effect an unresolved Stage 1 complaint and move to responding under Stage 2.

A response under this stage will come from the Chief Executive who will:

- acknowledge receipt of your Stage 2 complaint within five working days of receiving it and inform you of our target date for responding to your complaint
- respond fully to your complaint, including setting out any steps we will take to remedy any complaint upheld. You will usually receive a full reply to your complaint within

two weeks of our receiving it. If we cannot give a full reply in this time, we will tell you why, and when you are likely to receive it.

Stage 3 – Independent Complaints Assessor review

If you are not satisfied with the reply you receive from our Chief Executive, you can refer your complaint to our Independent Complaints Assessor, Emma Boothroyd ('the Assessor').

For clarity, the Assessor:

- is not part of the PSA and conducts investigations and makes recommendations independently. The Assessor is unbiased and hears both sides of the complaint. There is no charge to you for using the Assessor
- has the power to decide whether to investigate a complaint and will provide reasons if they decide not to investigate the complaint. The format of any investigation is for the Assessor to decide and they may seek to settle the complaint informally, rather than completing a formal investigation. The Assessor may ask you or us for information to assist in any investigation
- may find your complaint to be justified, and if so, will make any necessary recommendations to PSA about action needed to put things right for you, and about how to prevent a similar situation in future. The Assessor cannot recommend changes to our legal responsibilities and policies
- cannot consider complaints that have not previously gone through Stage 1 and 2, unless there is clear evidence that you have tried to follow the correct procedures but have been unable to complete them within a reasonable time because of a failure by us.

You should write to the Assessor within four weeks of receiving our final Stage Two response to your complaint, otherwise the Assessor will not be able to consider the matter (unless there are exceptional circumstances as determined by the Assessor). You should include a copy of the Stage Two response you received.

The Assessor can be contacted in writing at either independentcomplaints@gmail.com or Emma Boothroyd, PSA Independent Complaints Assessor, Angel Chambers, Kings Road, Swansea SA1 8AS

The Assessor will in normal circumstances:

- acknowledge your complaint within five working days
- make a decision on your complaint within three months. The PSA will respond to any recommendations within four weeks of receiving the Assessor's report.

A review by the Assessor is the final stage in our complaints procedure.

Your privacy

Any personal information that you provide us with under this complaints procedure will be used only for purposes connected with your complaint. If you complain to the Independent Complaints Assessor, we may provide them with any information we hold about you, which they reasonably request in connection with your complaint on the basis of your and our legitimate interests. We may also give your personal information to other people and organisations, if we are required to do so by law or if you have given us permission.

Please carefully read the privacy notice setting out how we use personal data you provide under this process and your rights under the GDPR, available here: <https://psauthority.org.uk/privacy-policy>.