



Code of Practice on Complaint Handling and Dispute Resolution

Ecotel Networks (Ireland) Ltd is an independent company that delivers communications services to business customers. While we may not provide all the component parts of our services ourselves, we do take responsibility for the services delivered to you. So we will liaise with our suppliers to ensure that any problems with their services are resolved promptly.

We make every effort to ensure that our customers are happy with the level of service, and the products and service they receive from us. However, despite our best efforts, things can go wrong. We take customer complaints very seriously and aim to resolve them quickly and efficiently.

If you have a complaint about any part of our service, please contact our Customer Service Team using one of the following

By phone: 0800 051 95 95

By email: support@ecotelnetworks.com

Online technical support chat: login onto our web site and start a chat session

By letter: Ecotel Networks (Ireland) Ltd

Office 1 Langford Lodge Business Park Largy Road Crumlin Co Antrim BT29 4RT

If you telephone, our advisors will ask you about your complaint and take notes for our technical team to call back within the same working day.

During any discussions we will protect the privacy of the information that we hold on you. To do this we may have to ask you questions to confirm that we are speaking to the right person.

If you make your complaint by email or in writing, we will acknowledge receipt, advise how and when we will next respond and provide you with a contact point for checking progress on the resolution of your complaint.

We will try to resolve your complaint quickly and efficiently, and to keep you informed at all times. We normally aim to resolve complaints within 5 working days but, depending on the nature of the complaint, this is not always possible. However, if you are not happy with progress in resolving your complaint you can ask the person to whom you are speaking to escalate the matter to their manager, and ultimately to the Customer Director. If we cannot resolve the problem, we will write to you to say so.

If it has been more than 8 weeks from the date you first contacted us to complain or you have received a letter from us saying that your complaint has reached “deadlock”, then you may ask for help from:

The Ombudsman Services - Communications

PO Box 730, Warrington, Cheshire, WA4 6WU. Tel: 0330 440 1614
Fax: 0330 440 1615
Email: enquiries@os-communications.org

Alternatively, if at any time you are not satisfied with the progress of your complaint you can ask us to agree an early referral to ADR (i.e. that we issue a deadlock letter). However, we may decline to do so if we do believe we will shortly resolve your complaint and are taking active steps to do so.

Useful addresses

The Ombudsman Services - Communications

PO Box 730, Warrington, Cheshire, WA4 6WU. Tel: 0330 440 1614
Fax: 0330 440 1615
Email: enquiries@os-communications.org

Ofcom

Riverside House, 2a Southwark Bridge Road, London SE1 9HA. Tel: 020 7981 3040 or 0300 123 3333
Email: contact@ofcom.org.uk
Website: www.ofcom.org.uk

PhonepayPlus (formerly Icstis)

Clove Building, 4 Maguire Street, London, SE1 2NQ. Tel: 0800 500 212 or 020 7940 7474
Email info@phonepayplus.org.uk
Website: www.phonepayplus.org.uk

Telephone Preference Service

DMA House, 70 Margaret Street, London W1W 8SS Tel: 0845 070 0707
Website: www.tpsonline.org.uk

Federation of Communication Services (FCS)

Burnhill Business Centre, Provident House, Burrell Row, Beckenham, Kent BR3 1AT Tel: 020 8249 6363
Email: fcs@fcs.org.uk
Website: www.fcs.org.uk