

The Technology Services Division aims to deliver exceptional customer service. Feedback is an important part of continual service improvement. The purpose of this form is to provide an opportunity to submit feedback and receive a timely response.

Please note:

- Anonymous complaints are not accepted.
- Alternative procedures are available to employees to initiate complaints within the organization.

Please send completed form to: <u>TechFeedback@toronto.ca</u>

Customer Contact Information			
First Name:		Last Name:	
Work Location:		Address:	
Business Phone:	Mobile Phone:	Email Address:	
Preferred Contact Method:	Business Phone	Mobile Phone Email	
Feedback Type			
Please check one box only:			
Compliment Complaint Suggestion			
Feedback Area			
Please check all that apply:			
Quality of Service	Standard of	Service	Timeliness of Service
Access to Service	Agents		Staff
Policies, Processes & Pro	cedures Charges		Outcome
Please provide details: what occurred, who was involved, dates, times and attach any relevant documents:			



TSD Service Standards and Response Times

Upon sending the form to <u>TechFeedback@toronto.ca</u> acknowledgement will be provided within one business day.

Email Privacy Alert

Sending personal information by email is not a secure means of transmission. If you send the form by email, you do so at your own risk.

You may also submit your feedback by mail or in person.

Completed forms can be mailed or hand-delivered to:

TechFeedback Technology Services Division Metro Hall, 55 John Street, 15th Floor Toronto, ON M5V 3C6

Notice of Collection

The personal information on this form is collected under the legal authority of the City of Toronto Act, S. O. 2006, Chapter 11, Schedule A, s. 136(c) and the City of Toronto Municipal Code, Chapter 169, Article I, ss. 169-1, 169-2, and 169-4. The information you provide will be used to investigate the complaint, administer the complaint, and may be used for contact purposes. Questions about this collection can be directed to TechFeedback, Technology Services Division, 15th Floor, 55 John St., Metro Hall, Toronto, ON M5V 3C6.

While investigating your complaint, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the City of Toronto will only disclose your personal information to staff who require the information to perform the investigation and will not be shared with the person who is the subject of your complaint (if applicable). Your personal information will not be shared with anyone else unless you provide written consent for such sharing or where the City is compelled by law to do so.