

DAC BEACHCROFT

Complaints Procedure – DAC Beachcroft Scotland LLP

At DAC Beachcroft, we aim to provide the highest standard of service to our clients, and to operate our business to a high professional standard.

Privacy Complaints

If you have any concerns or wish to raise a complaint regarding our processing of your data, please see our [Privacy Policy](#) ('How to make a Complaint) for further information.

Clients

If you believe our service to you has fallen below these standards we want you to raise the matter with us so that it can be thoroughly investigated and any necessary action taken to resolve it to your satisfaction.

In the first instance, please raise any concerns with the person responsible for the day-to-day conduct of the matter. Please provide us with full details of your concerns in writing, or on the telephone, or, if you prefer, arrange to discuss them with us at a meeting. (If we are claims handling for your Insurer, before proceedings are issued, we will advise you of further procedures which apply in your case.)

We will do all we can to resolve the concerns to your satisfaction. If we cannot do so, you may make a complaint using the Scottish Legal Complaints Commission's template letter of complaint ("your lawyer or firm") which can be found [here](#). This will be handled by Jilly Petrie, Client Relations Manager.

We will acknowledge your complaint within 3 working days and provide a substantive response within 28 days. We may ask to meet with you, if it appears that this may help to resolve your concerns.

We will do our best to:

- investigate your concerns thoroughly;
- keep you informed of the progress and outcome of our investigation;
- ensure that any necessary remedial action is taken as quickly as possible.

We will record on a database the nature of your complaint, our investigation of it, and the remedial action taken. We may ask you to confirm in writing whether the complaint has been satisfactorily resolved.

Non-clients

If you wish to make a complaint, please use the Scottish Legal Complaints Commission's template letter of complaint ("someone else's lawyer or firm") which can be found [here](#).

Please send your complaint for the attention of Jilly Petrie.

We will acknowledge your complaint within 3 working days and provide a substantive response within 28 days.

Clients and Non-clients

If you are not satisfied with our response, you may ask the Scottish Legal Complaints Commission to investigate your complaint -

by post Scottish Legal Complaints Commission
The Stamp Office
10-14 Waterloo Place
Edinburgh EH1 3EG

by telephone 0131 201 2130

by email enquiries@scottishlegalcomplaints.org.uk

or online <https://scottishlegalcomplaints.org.uk/your-complaint/online-complaint-form/>

For further information see <https://www.scottishlegalcomplaints.org.uk/>

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