**COMPLAINT LOG OF The SKWAWKBOX**

1. Unique Reference Number

1. Date of Referral
2. Method of Referral

* E-mail
* Letter
* Telephone
* Other

1. Name of Complainant
2. Organisation (if applicable)
3. Address and postcode
4. Type of complaint

* Affected party
* Representative group (public interest)
* Third party (accuracy)

1. Reason for complaint

* Content of Published article
* Conduct or behaviour of employee/contributor
* Other

1. Name of Publication
2. Date of Publication
3. Code standard(s) alleged to have been breached
4. Date acknowledgement letter sent
5. Date additional information requested
6. Date progress letter sent
7. Date final decision letter sent
8. Outcome of complaint

* Upheld
* Part Upheld
* Rejected
* Withdrawn
* Other

1. Where complaint upheld, Code standards that were found to have been breached
2. Where complaint upheld, resolution that was reached

* Unpublished apology
* Published apology / correction
* Removal of article
* Other

1. Final outcome

* Resolved without IMPRESS involvement
* Complaint upheld by IMPRESS
* Complaint part upheld by IMPRESS
* Complaint rejected by IMPRESS
* Other

1. Description of action taken (if any) to improve Code compliance as a result of the complaint