

BROADBAND FOR RURAL KENT LTD

Code of Practice Regarding Complaint Handling and Dispute Resolution

Broadband for rural Kent Ltd is a provider of communication services, supplying hosting, Internet and telecommunication solutions for residential and business customers across the UK.

The purpose of this code of practice

This guide has been developed to help you to understand the relationship you have as a customer of Broadband for rural Kent Ltd. It will enable you to:

- Access summary details of our services
- Understand what you can expect from Broadband for rural Kent Ltd after you have made a purchase or registered for a service
- Contact details for alternative complaint bodies
- Find out how to contact us

This Code has been approved by Ofcom for the purposes of section 52 of the Communications Act 2003.

How to contact Broadband for rural Kent Ltd

Customer Services & Sales	
Phone	01227 944 404
Website	b4rk.co.uk
Email	hello@b4rk.co.uk

Our Customer Services department is open Monday to Friday from 9am to 5:00pm. We are closed on weekends and bank holidays. Calls are charged at local rate.

Accounts Department	
Phone	01227 944 404
Website	b4rk.co.uk
Email	accounts@b4rk.co.uk

Our Accounts department is open Monday to Friday from 9am to 5:00pm. We are closed on weekends and bank holidays. Calls are charged at local rate.

Account Cancellations

If you are considering cancelling your account with us please contact us by phone or e-mail to discuss your reason for wanting to cancel. We might be able to provide an alternative service that better meets your needs or move your service to another address if you are moving. We will require all cancellation requests to be submitted as a written request in the form of an email or support ticket or if you cannot access the Internet send the same details in a letter to our main office address shown below.

Phone: 01227 944 404

Email: accounts@b4rk.co.uk

Broadband for rural Kent Ltd
Foxhill Stud
Fox Lane
Boughton-under-Blean
Faversham
Kent
ME13 9PF

Broadband for rural Kent Ltd's services have a minimum contract period, we would be happy to discuss your requirements. A summary of our service contract periods are:

- Leased Line: 12 or 36 Months depending on contract.
- ADSL Internet: 12 Months
- FTTC Internet: 12 Months
- PSTN Line Rental: 12 Months
- FTTP: 12 Months
- Fixed Access LTE 12 or 24 Months depending on Mobile Network Operator (MNO)

Some services take a little time to cancel, as they require us to work with special industry processes (such as ADSL). When you cancel your service, we aim to advise you of the time period from us receiving your cancellation request to the time at which the service is withdrawn. During this period, you remain liable for the costs of any services we provide. If cancelling while still in contract then we will confirm the early termination fee, if we'll need to remove/collect any equipment or if you will need to return any equipment.

Disconnections and cancellation of services

We reserve the right to suspend or cancel your service within the contracted timescales - for example, if you do not pay your bill.

Complaints

If you would like to register a complaint, here are a number of different ways you can contact us:

By Email: You can e-mail us your complaint via hello@b4rk.co.uk.

By Phone: You can contact the Customer Care team directly on 01227 944 404 from 9am to 5:30pm. We are closed on weekends and bank holidays.

By Letter: If you prefer to put the complaint in writing, you can send it to the following address:

Broadband for rural Kent Ltd
Foxhill Stud
Fox Lane
Boughton-under-Blean
Faversham
Kent
ME13 9PF

What happens once we receive your complaint?

We will acknowledge all complaints received by letter, fax or e-mail within 24 working hours of receiving your complaint.

Dispute resolution

If we are unable to resolve your complaint satisfactorily, we will issue a "deadlock" letter so that you may make a complaint through Ombudsman Services, an independent alternative dispute resolution scheme. We can provide you with details of this service. Alternatively if more than three months has passed since you first made your complaint, please contact the ADR scheme directly.

The Ombudsman Service Limited
Daresbury Park
Warrington
Cheshire
WA4 4HS

Phone: 0330 440 1614

Email: enquiry@ombudsman-services.org

Website: www.ombudsman-services.org

Order processing

All services can be ordered online via our website, or simply by calling our customer services team on 01227 944 404. The time it takes to setup can vary depending on the service purchased. We will aim to confirm all new orders by email within 4 hours during normal office hours (Monday – Friday 9am to 5:30pm, excluding bank holidays).

Pricing

Up-to-date prices for our products and services are always available on our website b4rk.co.uk or by calling our customer services team on 01227 944 404.

Billing

We currently accept the following payment methods:

- Credit / Debit Card (Preferred) – Processed through Stripe
- Direct Debit – Processed through GoCardless
- Standing Order

Fault Repair

Faults can be reported around the clock via email at hello@b4rk.co.uk. To report a fault to one of our representatives please call 01227 944 404 during office hours. However unless otherwise stated in your service agreement, engineers only attend to faults in normal working hours (Monday – Friday 9am to 5:00pm, excluding bank holidays). Faults can occur on our Network, or another operator's network, as well as your own equipment.

If the fault is reported during normal working hours, we will try to establish the location of the fault. We may request that you carry out some simple checks to help us establish the cause of the fault. Repairing faults on our

network is part of the maintenance cover we provide with our service. If the fault is not on our network then we may not be responsible for its repair.

We reserve the right to charge for any abortive work or visit arising from faults over which we have no control. Should an engineer need to visit your premises we will agree this with you.

Privacy

We take your privacy very seriously and we strictly follow the procedures laid down by the Data Protection Acts of 1984 and 1998 to protect all user information. Our Privacy Policy sets out the personal information we collect about you and describes how we may use that information. No customer information will be intentionally used or distributed outside of Broadband for rural Kent Ltd and we have a strict policy of not selling customer details to outside marketing agencies without your permission to do so. Our privacy policy also contains details of how you can opt in and out of receiving our marketing information.

Access to our Code of Practice

Customers can access this code of practice from our website <http://b4rk.co.uk/code-of-practice.pdf> or by requesting a copy to be posted or emailed to them.

Data Protection

We strictly follow the procedures laid down by the Data Protection Acts of 1984 and 1998 to protect all user information.

General philosophy

Broadband for rural Kent Ltd is a private limited company offering advanced Internet communications for both the home and business user, whatever their needs.

Our product range in very broad terms consists of:

- Broadband (ADSL, FTTC, FTTP, LTE, FWA, and Leased Line Internet connectivity)
- Telecoms (Line rental and phone calls)

Customers of Broadband for rural Kent Ltd can take advantage of our world class technical support with emails answered in minutes and telephone calls answered in seconds. Through the automation of a control panel, a large number of customers can configure their packages at any time or day or night, anywhere in the world, without the need to 'submit requests' for an operations engineer to action the request for them, allowing us to concentrate on improving the service further and focusing on new projects.

This Code has been approved by Ofcom for the purposes of section 52 of the Communications Act 2003.

The code will be regularly reviewed in line with Ofcom's requirements. We value all feedback from our services to this code of practice. Please email you comments to hello@b4rk.co.uk.

Contacting related organisations

Office of Communications (Ofcom)

Ofcom Contact Centre
Riverside House
2a Southwark Bridge Road
London
SE1 9HA

Tel: 020 7981 3040

Email: contact@ofcom.org.uk

Website: www.ofcom.org.uk

The Ombudsman Service Limited

Daresbury Park
Warrington
Cheshire
WA4 4HS

Phone: 0330 440 1614

Email: enquiry@ombudsman-services.org

Website: www.ombudsman-services.org