

## **Kinetic Internet Limited T/as Kinetic Telecom**

### **Code of Practice Regarding Complaint Handling and Dispute Resolution**

Kinetic Internet Limited is a provider of communication services, Internet and telecommunication solutions for residential 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 Kinetic Internet Limited. It will enable you to:

- Access summary details of our services
- Understand what you can expect from Kinetic Internet Limited 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 Kinetic Internet Limited**

##### Customer Services & Sales

Phone	01702 841841
Website	<a href="http://www.ktel.co.uk">www.ktel.co.uk</a>
Email	<a href="mailto:hello@ktel.co.uk">hello@ktel.co.uk</a>

Our Customer Services department is open Monday to Friday from 8.30am to 6.00pm and Saturday from 9am to 1pm. We are closed on Sundays and bank holidays. Calls are charged at standard rate.

##### Accounts Department

Phone	01702 841841
Website	<a href="http://www.ktel.co.uk">www.ktel.co.uk</a>
Email	<a href="mailto:hello@ktel.co.uk">hello@ktel.co.uk</a>

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 standard rate.

## Account Cancellations

To cancel your account please either call or email quoting your account username. We will require all cancellation requests to be submitted as a written request in the form of an email or if you cannot access the Internet send the same details in a letter to our main office address shown.

Phone: 01702 841841  
Email: [hello@ktel.co.uk](mailto:hello@ktel.co.uk)

Kinetic Internet Limited  
Lodge Park, Lodge Lane,  
Langham  
Colchester  
CO4 5NE

Most of Kinetic Internet Limited's services do not have a minimum contract period but for those that do, we would be happy to discuss your requirements. A summary of our service contract periods are:

- Fibre Broadband: 12 Months
- Phone Service: 12 Months

Some services take a little time to cancel. 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we aim to advise you of the time period from us receiving your cancellation request to the time at which the service is withdrawn.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.

## 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@ktel.co.uk](mailto:hello@ktel.co.uk)

By Phone: You can contact the Customer Care team directly on 01702 841841 from 8.30am to 6.00pm and Saturday from 9am to 1pm. We are closed on Sundays and bank holidays.

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

Kinetic Internet Limited  
Lodge Park, Lodge Lane,  
Langham  
Colchester  
CO4 5NE

## What happens once we receive your complaint?

We will acknowledge all complaints received by letter 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.

## **Order processing**

All services can be ordered by visit our website [www.ktel.co.uk](http://www.ktel.co.uk). 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 8.30am to 7:30pm, excluding bank holidays).

## **Pricing**

Up-to-date prices for our products and services are always available on our website ([www.ktel.co.uk](http://www.ktel.co.uk)) or by calling our customer services team on 01702 841841.

## **Billing**

We currently accept the following payment methods:

- Direct Debit

## **Fault Repair**

Faults can be reported around the clock via email at [hello@ktel.co.uk](mailto:hello@ktel.co.uk). To report a fault to one of our representatives please call 01702 841841 during our 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, 1998 and 2018 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 Kinetic Internet Limited, and we have a strict policy of not selling customer details to outside marketing agencies without your permission to do so. We do not send out marketing information.

## **Access to our Code of Practice**

Customers can access this code of practice from our website ([www.ktel.co.uk/codeofpractice.pdf](http://www.ktel.co.uk/codeofpractice.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, 1998 and 2018 to protect all user information.

## **General philosophy**

Kinetic Internet Limited T/As Kinetic Telecom is a private limited company offering advanced Internet communications for the home user, whatever their needs.

Our product range in very broad terms consists of:

- Broadband (Fibre Internet connectivity)
- Telecoms (Line rental and phone calls)

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@ktel.co.uk](mailto:hello@ktel.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

Fax: 020 7981 3334

Email: [contact@ofcom.org.uk](mailto:contact@ofcom.org.uk)

Website: [www.ofcom.org.uk](http://www.ofcom.org.uk)

*Office of the Telecommunications Ombudsman (OTELO)*

Wilderspool Park

Greenall's Avenue

Warrington

WA4 6HL

Tel: 0845 050 1614

Fax: 01925 430059

Email: [enquiries@otelo.org.uk](mailto:enquiries@otelo.org.uk)

Website: [www.otelo.org.uk](http://www.otelo.org.uk)