



PORTAL VOICE AND DATA CODE OF PRACTICE

Including our Basic Code of Practice and our Code of Practice for Premium Rate Services and NTS calls

Part 1 - PORTAL VOICE AND DATA LTD Basic Code of Practice on for Business Customers.

Introduction to our company and services

PORTAL VOICE AND DATA LTD is an independent company that delivers communications services to business customers. While we may not provide all the component parts of our services ourselves, we do take responsibility for the services delivered to you. So we will liaise with our suppliers to ensure that any problems with their services are resolved promptly.

Purpose of this Code of Practice

This code informs you about our products, services, customer-care policies and where to find information about our charges and terms and conditions. This Code of Practice is published on our website at www.portal-comms.co.uk. Additional copies are available on request and free of charge to any domestic and small business customer. It is also available in alternative formats, (e.g. large print)

How to contact us

Please contact our Customer Service Team

By phone:

(From 9am until 5pm Monday-Friday.

Please call the appropriate number for your query below:

01603 228500

By email: service@portal-comms.co.uk

By fax: 01603 228500

By letter: PORTAL VOICE AND DATA

63 Thorpe Road

Norwich

NR1 1UD

Website: www.portal-comms.co.uk

Our commitment to you

We are committed to giving you the highest quality of customer service. When we purchase our services from wholesale providers, we choose those providers carefully to ensure that you get a high-quality service. We make every reasonable effort to supply services that satisfy your requirements. We work to all relevant laws and regulations.

Our products and services

- [Landline telephones](#)
- [Landline calls](#)
- [CPS – Carrier Pre-Selection](#)
- [WLR – Wholesale Line Rental](#)
- [ISDN – digital telephone lines](#)
- [Broadband access](#)
- [VoIP & IP telephony services](#)
- [Non-geographic numbers](#)
- [Intelligent Call Routing](#)
- [Internet](#)
- [Directory enquiries](#)
- [Mobile telephone and data services](#)
- [Public/private/business two-way radio mobile radio services/ Common Base Station Services](#)



- Wide area/local paging services
- Equipment and maintenance service

For more details on any of our products and services, or to place an order immediately, please contact our Customer Service Team on 01603 228500

Marketing

We work to the principles in the British Code of Advertising, Sales Promotion and Direct Marketing, which are set out on the website www.cap.org.uk

Terms and conditions

When you subscribe to a service from PORTAL VOICE AND DATA, we will send you our Standard Terms and Conditions and ask you to sign a contract, if applicable. If you have any questions, please phone our Customer Service Team on 01603 228500. We may carry out a credit check as part of our assessment procedures.

Where applicable, the minimum contract term for our services is per the signed agreement at point of sale. We aim to provide services within agreed timescales, subject to the availability and installation of any equipment and, where appropriate, lines to your premises. If we need to carry out a survey of your premises or lay additional cabling, we will inform you of the revised timescales as soon as we can.

Cancellation

If you decide to cancel your order or agreement before we have provided the services, you may do so without charge within ten working days after your order is placed. After ten working days we will charge you an administration fee as set out in your contract. If you wish to terminate your contract within the minimum term as stated on your contract, please call our Customer service Helpdesk on 01603 785300 we will charge you a fee as set out in your contract. After the minimum term you can cancel any service in writing to services@portal-comms.co.uk, giving the stated notice as per your contract.

Faults and repairs

Please call our Fault Team on 01603 228500 if you experience a fault with any of our services. We aim to have this investigated and repaired within 10 days.

Compensation and refund policy

Our policy is to assess each claim on a case by case basis. We aim to investigate any claims and make reasonable endeavours to communicate and resolve any issues. Any refunds that are due will be credited to the next month's invoice.

Price lists

Our pricing structure is available from our Customer Service Team on 01603 228500.

Billing

We will bill you monthly for Utilities and peripheral items will be billed on an adhoc basis

You can pay by Direct Debit or Cheque, as per your contract payment terms. If you wish to change your method of payment at any time, please call our Customer Service Team.

We provide itemised bills as part of our service to you on request.

If you have difficulty paying your bill, please contact us on 01603 785300 and we will try to arrange a different method of payment. We will do all we can to help our residential and small business customers to manage their bills and avoid disconnection.

If you are moving home or office

Please call our Customer Service Team on 01603 228500 to discuss, please be aware change of address order carry lead time of which can vary depending on your location. We will give reasonable endeavours to



help you meet your target move date and minimise disruption but please note that for geographic numbers this is not always possible.

Number porting

PORTAL VOICE AND DATA recognise that keeping your existing telephone numbers may be important to you. If you move your business to us and wish to keep the number, we will investigate to check that this is possible. For more information, please call our Customer Service Team on 01603 228500.

Directory Entries

You are entitled to a Directory Enquiry listing (including an entry in the Phone Book) for both your fixed and mobile telephone numbers. If you do want your details included, please contact our Customer Service Team on 228500.

Complaints

We make every effort to ensure that our customers are happy with the level of service, and the products and service they receive from us. However, despite our best efforts, things can go wrong. We take customer complaints very seriously and aim to resolve them quickly and efficiently.

Our Code of Practice on Complaint Handling and Dispute Resolution explains how customers can complain. The code also provides information on how we deal with complaints and your right to take unresolved complaints to Alternative Dispute Resolution. You can find a copy of our Complaints Code on our website at www.portal-comms.co.uk. Alternatively, copies are available free of charge and on request from our Customer Service Team on 01603 228500.

Nuisance calls

We take the problem of nuisance calls and malicious communications very seriously. We tackle it by working closely with the police and others in the communications industry. If you have been a victim of this activity, please call the Customer Service Team on 01603 228500 to report the incident and for information on how to deal with it.

Services for people with special needs

We are committed to helping all our customers to communicate easily. We offer the following additional services on request for customers who are older or who may have a disability, including:

- Copies of bills in large print, on computer disc (or in Braille) for customers who have difficulty reading their bill

Copies of this Code are available in larger print.

Data protection

We comply fully with our obligations under the Data Protection Act 1998.

Part 2 - PORTAL VOICE AND DATA

Code of Practice for Premium Rate Services and NTS Calls

Purpose of this Code of Practice

This code informs you about our policies on providing information about Premium Rate Service (PRS) calls and on our charging policy for calls to NTS and PRS numbers.

Premium rate services

Premium rate services (PRS) are telephone numbers that offer some form of information or entertainment that is charged to your phone bill. UK-based PRS numbers are normally prefixed by "09". 0871 is now also



designated as a Premium rate number and subject to PRS regulation. Typical services include TV votelines, mobile ringtone downloads, technical helplines, charity fund-raising and adult entertainment.

Charges for these services are added to your telephone bill. Calling a PRS number generally costs between 8.51 pence and £1.2766 per minute, per call or per text (excl. vat). Calling these services from, for example, mobile phones, cable networks or public payphones will generally cost more than the advertised rate.

If you have a problem with PRS, we can help. We can provide advice on checking the telephone number of any PRS charges that appear on your bill and will try to help you identify the premium rate service provider. We can use call barring to restrict access to "09" numbers. Please call our Customer Service Team on 01603 228500 for advice on this.

Number translation services

Number translation services (NTS) are based on numbers that are normally pre-fixed "08". For example, 0800 and 0808 are used to provide freephone services (some freephone services are also provided on 0500 numbers). 0844 and 0845 numbers are used for dial-up pay-as-you-go Internet access and customer service helplines. 0870 numbers are used for information services, technical helplines and telephone banking. They are also used by organisations to help them provide call-management features such as intelligent call routing and fax-to-email services.

Charges for calling services on NTS numbers are added to your telephone bill and standard prices range from free up to 4.2p per minute or per call (excl. vat). Calling these services from, for example, mobile phones, cable networks or public payphones will generally cost more than the advertised rate but communications providers must publish prices for calls to 0870 numbers where these are higher than for calls to geographic numbers.

If you are unhappy with the help you have received from us on a problem with PRS or NTS, please contact the Company Secretary on 01603 228500, who has responsibility for compliance with our code of practice for PRS and NTS. You may also complain using the complaints procedure set out in our complaints code including, ultimately, referring your complaint to Otelo.

The Telephone Preference Service

If you don't want to get sales and marketing calls you have not requested, you can add your details to a list run by the Telephone Preference Service (TPS). If your number is on the list, it is illegal for a company to call you for marketing purposes. You can contact the Telephone Preference Service via www.tpsonline.org.uk or by telephoning 0845 070 0707.



Useful addresses

Otelo – PO Box 730, Warrington, Cheshire, WA4 6WU. Tel: 01925 430870 or 0845 050 1614
email: enquiries@otelo.org.uk Website: www.otelo.org.uk

Ofcom - Riverside House, 2a Southwark Bridge Road, London SE1 9HA. Tel: 020 7981 3040 or 0300 123 3333 email: contact@ofcom.org.uk Website: www.ofcom.org.uk

Telephone Preference Service - DMA House, 70 Margaret Street, London W1W 8SS Tel: 0845 070 0707
Website: www.tpsonline.org.uk

Federation of Communication Services (FCS) - Burnhill Business Centre, Provident House, Burrell Row, Beckenham, Kent BR3 1AT. Tel: 020 8249 6363 email: fcs@fcs.org.uk Website: www.fcs.org.uk

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