**BUSINESS LINCOLNSHIRE GROWTH HUB**

**SME ENROLMENT FORM**

**Data Processing Notice**

The Business Lincolnshire service is part-funded by the European Regional Development Fund (ERDF) and the Department for Business, Energy & Industrial Strategy (BEIS), which requires us to collect and process a range of personal data about the project’s beneficiaries. Further details about this data processing and your rights are set out in the Privacy Notice attached at Appendix A and you are advised to read this Privacy Notice before completing this form.

**SECTION 1: BUSINESS DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Name: |  | Position: | |  | | | |
|  |  |  | |  | | | |
| Business Name: |  | Company Reg or VAT No: | |  | | | |
|  |  | | | | | |
| Business Trading Address: |  | | | | | |
|  |  |  | |  | | | |
| Post Code: |  | Telephone No: | |  | | | |
|  |  | | | | | |
| Email: |  | | | | | |
|  |  | | | | | |
| Legal Status: |  | Current Turnover: | |  | | |
|  |  |  | |  | | | |
| Business Start Date: |  | Trading Start Date: | |  | | | |
|  |  |  | |  | | | |
| Nature of Business: |  | No of Full Time Equivalent Employees: | |  | | | |
|  | | |  | | | |
| Please confirm which Local Authority you pay your Business Rates to? | | |  | | | |
| If offered funded support with the Business Lincolnshire Growth Hub, do you agree to complete the agreed support plan and to provide feedback on the benefits to your business? | | | | | Yes | No |
| Do you currently export? | | | | | Yes | No |

**SECTION 2: ELIGIBILITY DETAILS**

|  |  |  |
| --- | --- | --- |
| To identify if your business falls within the category of a Small to Medium Sized Enterprise (SME), please tick the relevant boxes: | | |
| Is your business more than 25% owned by another company, a parent company or group of companies that is in itself not an SME? | Yes | No |
| Does your annual turnover, or that of your parent company, exceed €50m (equivalent to £44m GBP at July 2019)? | Yes | No |
| Does your annual balance sheet, or that of your parent company, exceed €43m (equivalent to £38m GBP at July 2019)? | Yes | No |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| To identify if your business is eligible for the Peer Networks Programme, please tick the relevant boxes: | | |
| Have you at least 5 employees | Yes | No |
| In operation for 1 year+ | Yes | No |
| A turnover of at least £100,000 | Yes | No |
| An aspiration to improve | Yes | No |

**SECTION 3: EQUAL OPPORTUNITIES**

It is a requirement of BEIS funding that monitoring is undertaken for Equal Opportunities purposes. Please confirm the characteristics for the participant of the programme by ticking one option from each group below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ethnicity  White | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Irish | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Gypsy or Irish Traveller | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Any other White background | | | | | | | | | | | | |  | Please describe: | | | | | | | | | | |
| Mixed/multiple ethnic groups  White and Black Caribbean | | | | | | | | | | | | |  |  | | | | | | | | | | |
| White and Black African | | | | | | | | | | | | |  |  | | | | | | | | | | |
| White and Asian | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Any other Mixed / Multiple ethnic background | | | | | | | | | | | | |  | Please describe: | | | | | | | | | | |
| Asian/Asian British  Indian | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Pakistani | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Bangladeshi | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Chinese | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Any other Asian background | | | | | | | | | | | | |  | Please describe: | | | | | | | | | | |
| Black/African/Caribbean/Black British  African | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Caribbean | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Any other Black / African / Caribbean background | | | | | | | | | | | | |  | Please describe: | | | | | | | | | | |
| Other ethnic group  Arab | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Any other ethnic group | | | | | | | | | | | | |  | Please describe: | | | | | | | | | | |
| Prefer not to say | | | | | | | | | | | | |  |  | | | | | | | | | | |
| Gender by which you identify | | | | | | | | | | | | | | | | | | | | | | | | |
| Female | | | |  | Male | | | | |  | | Prefer to self-describe | | | | | |  | Prefer not to say | | | |  | |
|  |  | | |  |  | | |  | |  | |  | | |  | | |  |  | | |  |  | |
| Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | |  | No | | | | |  | | Prefer not to say | | | | | |  |  | | |  |  | |
|  |  | | |  |  | | |  | |  | |  | | |  | | |  |  | | |  |  | |
| If Yes - Does your condition or illness\do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities? | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes, a lot | | | |  | Yes, a little | | | | |  | | No | | | | | |  | Prefer not to say | | | |  | |
|  | | | |  |  | | | | |  | |  | | | | | |  |  | | | |  | |
| Disability | | | | | | | | | | | | | | | | | | | | | | | | |
| Disabled | | | |  | Non-disabled | | | | |  | | Prefer not to say | | | | | |  |  | | | | | |
|  |  | | |  |  | | |  | |  | |  | | |  | | |  |
| Age | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 -24 | |  | 25 – 35 | | |  | | 35 – 44 |  | | 45 – 54 | | | | |  | 55 – 64 | | |  | 65+ | |  | |
| Prefer not to say | |  |  | | | |  |  |  | |  | | | | |  |  | | |  |  | |  | |
|  |  | | |  |  | | |  | | |  |  | | |  | | |  |  | | |  | |  |

**SECTION 4: DE MINIMIS AID DECLARATION**

|  |
| --- |
| You are being offered assistance under the European Commission's De Minimis regulation (1407/2013) which allows an enterprise to receive up to €200,000 of De Minimis Aid in any three fiscal year period. The ceiling for De Minimis aid for undertakings involved in road transport is €100,000 over three years. To confirm that you are able to receive this assistance, you must declare the full amount of any other De Minimis Aid you have been awarded in the current and previous two fiscal years. Note: Any De Minimis Aid awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the De Minimis exemption. |
| To confirm that you are eligible to receive assistance you must declare the full amount of state aid that you have received over the last three years. Any De Minimis Aid awarded to you under this project will have to be declared, if you apply, or have applied, for any support delivered under the de minimis rule.  Declaration  I declare the amount of De Minimis Aid awarded , in euros, in the current and previous two fiscal years is:   |  |  |  |  | | --- | --- | --- | --- | | **Provider** | **Date** | **Value (€)** | **Reason** | |  |  |  |  | |  |  |  |  |   clip_image001  Alternatively, if NO De Minimis Aid has been received in the period by the enterprise, please tick here |

Note – A fiscal year is a 12-month period over which a company budgets its spending. A fiscal year does not always begin in January and end in December; it may run over any period of 12 months. The fiscal year is referred to by the date in which it ends. For example, if a company's fiscal year ends October 31, 2014, then everything between November 1, 2013 and October 31, 2014 would be referred to as FY 2014.

**SECTION 5: DATA PROTECTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| You understand that by providing your personal details including your phone number, this will assist the Business Lincolnshire Growth Hub in providing you with an appropriate response and may mean that the above information may be passed to an appropriate department or agency for the purposes of responding to your enquiry and to report on the activities of the Business Lincolnshire Growth Hub to the Department for Business Energy Industrial Strategy (BEIS). You understand that your personal contact details will be used by the Business Lincolnshire Growth Hub to contact you should further information be required to answer your enquiry. | | | | |
| We may wish to contact you in the future (by post, phone, e-mail or text) to help us evaluate our service, or to provide you with additional information relating to your enquiry. | | | | |
| Please confirm whether you are happy to be contacted? | Yes |  | No |  |
| We may wish to contact you in the future to let you know about additional services that the Growth Hub, including via a weekly e-bulletin. | | | | |
| Please confirm whether you are happy to be contacted with details of services available, and to receive the weekly e-bulletin. (Please note that you will be able to unsubscribe from this bulletin at any time.) | Yes |  | No |  |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | What are your communication preferences? | Post |  | Phone |  | Email |  | Text |  |   All personal information will be processed in accordance with the Data Protection Act 2018 and you have the right to see any records relating to yourself and to ask that they be amended where they are inaccurate. | | | | |
| For more information on how we manage data, see [www.lincolnshire.gov.uk/local-democracy/information-governance/](http://www.lincolnshire.gov.uk/local-democracy/information-governance/) | | | | |

**SECTION 7: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I acknowledge that I am authorised to sign on behalf of the above named company / organisation, and that the information contained in this enrolment form is correct to the best of my knowledge | | | |
|  | | | |
|  | | | |
|  | | | |
| **Signed:** |  | **Position:** |  |
|  |  |  |  |
| **Name** (in capitals): |  | **Date:** |  |

*Please return yout completed form by email to kate@pymsconsultancy.co.uk or post it to Pym’s Consultancy Ltd, 2 Beech Close, Heckington, Sleaford, Lincoln NG34 9FT.*

*If you require any help with completing this form, please email Kate (as above) or call her on 07775 287 642*

**Appendix A: Business Lincolnshire Programme - Privacy Notice**

This Privacy Notice sets out:

* who we are;
* why we need to collect your personal data;
* the general categories of personal data that we may process;
* the purposes for which we may process your personal data;
* the legal bases of the processing;
* who has access to your data and who the data may be shared with;
* how we will protect your data;
* how long we will retain your data;
* your rights as a data subject;
* consequences of failure to provide personal data.

**Who we are**

The Peer Network Programme is delivered by the Business Lincolnshire Growth Hub, part of Lincolnshire County Council through 3rd party suppliers. Lincolnshire County Council is the joint data controller with the 3rd party supplier, along with the Department for Business, Energy and Industrial Strategy (BEIS). More information can be found at: <https://www.lincolnshire.gov.uk/privacy>

Lincolnshire County Council is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

Lincolnshire County Council’s Data Protection Officer can be contacted at: [DPO@lincolnshire.gov.uk](mailto:DPO@lincolnshire.gov.uk)

**Purpose of the processing and the legal basis for the processing**

Processing of your data is necessary for compliance with a legal obligation to which Lincolnshire County Council is subject. The Peer Network Programme is funded by the Department for Business, Energy, and Industrial Strategy (BEIS), which requires Lincolnshire County Council to collect and process a range of details about the project’s beneficiaries. The information we are required to collect, and process includes:

* name, job title, address and contact details, including email address and telephone number.
* equal opportunities monitoring information, including information about your age, gender, ethnic origin and disability.

A copy of Lincolnshire County Council; Data Protection and Privacy Policy can be found online at: <https://www.lincolnshire.gov.uk/directory-record/61678/data-protection-policy>

**Who has access to your data?**

Your information may be shared internally, including with project staff and managers and IT staff if access to the data is necessary for performance of their roles.

Business Lincolnshire shares your data with third parties. Your data will be shared with BEIS, who are a joint data controller.

Business Lincolnshire also shares your data with third parties that process data on its behalf, and which provide services to Business Lincolnshire and beneficiaries as part of the Peer Network Programme. Business Lincolnshire does not permit third parties to use the data for any other purpose.

**How does Business Lincolnshire protect your data?**

Business Lincolnshire takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where Business Lincolnshire engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Business Lincolnshire will not transfer your data to countries outside the European Economic Area.

**Retention period**

Business Lincolnshire is required by the BEIS to retain the data pertaining to the Peer Network Programme beneficiaries until at least 31st March 2031 (or unless notified by BEIS that the data can be destroyed earlier).

Data held by Business Lincolnshire is securely destroyed at the end of the retention period.

**Automated decision making**

Business Lincolnshire does not use automated decision-making in the Business Lincolnshire Programme.

**Your rights as a data subject**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* request the organisation to delete or stop processing your data, when the data is no longer necessary for the purposes of processing.

If you would like to exercise any of these rights, please contact Lincolnshire County Council’s Data Protection Officer using the following link: <https://www.lincolnshire.gov.uk/comments-feedback/make-subject-access-request/1>

If you believe that Lincolnshire County Council has not complied with your data protection rights, you can complain to the Information Commissioner’s Office: <https://ico.org.uk/concerns/handling/>

**Consequences of failure to provide personal data**

Failure to provide the required personal data may mean that Business Lincolnshire is unable to provide you with services.

**First cohort start date**

Our first cohort will start on 8th July 2021, with the first session being 2pm – 4pm. The deadline for applications for this start date is 2nd July at 5pm.\*

\*If you miss this date, please do not worry, further dates will be release for other cohorts in due course.