

SME Growth Registration & Data Capture Form

The information requested in this form will be used to confirm your company meets the requirements of the funding bodies and is eligible to participate in the SME Growth project.

When fully complete, please sign, date and return to:

Cool Ventures Limited, Fromeforde House, Church Road, Yate, Bristol BS37 7UG

Part 1: General information and declaration

Company name			
Registration number		Date of registration	
Legal status			
Registered address			
Postcode			
Website			
Contact name			
Position			
Contact tel. number(s)			
Email address:			
Nature of Company (SIC)			

Do you operate in any of these business sectors (mark X in all that apply)					
Communications		Construction		Digital	
Manufacturing		Professional services		Retail	
Services		Tourism & hospitality		Other	
Any others not listed above?					
Where did you hear about the SME Growth project?					

I confirm that the information provided in this form is correct to the best of my knowledge.

Signed by a Director of the Company	
Date form completed	

The SME Growth Project supports small, start-up and high-growth businesses across Swindon & Wiltshire.



Part 2: Confirmation of SME eligibility

To be eligible for funding support through this project your company must comply with the definition of an SME as defined in the Commission Recommendation of 2003/361/EC¹. The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or annual balance sheet total assets not exceeding €43 million.

Further detail on the SME definition - a user guide and model declaration can be found here:

http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm

Company turnover or balance sheet in the last 12 months:	
Pre-tax profits in previous accounting year:	
Number of Full Time Equivalent employees (do not include apprentices or students)	
*Does the Applicant Company have a holding of 25% or more in another enterprise (yes/no)? If yes, what is the percentage of holding?	
*Is 25% or more of the Applicant Company owned by another company (yes/no)? If yes, what is the percentage owned by another company	
*Is the Applicant part of a group of companies that draws up consolidated accounts?	
*If the answer is YES to any of those questions marked with * you will need to complete additional declaration forms for the other company or companies involved in your Partnership.	
I confirm that the company qualifies as a Small to Medium sized Enterprise (Yes/No)	

¹ [Commission Recommendation of 2003/361/EC](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF). <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>

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Part 3: Previous State Aid

Has the company received grants, consultancy support or state aid in the last three years (Yes/No)	
If yes, please provide further details in the table below. If no, proceed to Part 5	

Body / Organisation providing the Assistance/Aid	Value of the assistance	Date of the Assistance /Aid	Nature of the Assistance / Aid

Part 4: Data Privacy

The information you have provided will be stored in records in accordance with our obligations under the Data Protection Act 1998. How your data is used and disclosed is described in the SMEG Data Privacy Policy at the end of this document.

Please make sure you read the Policy before signing and submitting this registration form.

We use information provided by you, your colleagues and authorised representatives, for administration, delivery, reporting, marketing and research purposes. Your information may be passed onto other partner organisations, including SWLEP and its Growth Hub, Swindon and Wiltshire councils, Innovate UK, the Department for Communities and Local Government (DCLG) and the European Commission.

By signing this form (on page 1) you agree to **Cool Ventures Limited** collecting, storing and using information as described in the Data Privacy Policy, other than for any purposes noted below.

Any exceptions	
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Company name			
Contact		Position in Company	
Signature		Date signed	

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Part 5: Diversity and Equality

Monitoring race, gender and disability is a statutory duty for all public authorities and publicly funded programmes.

We are monitoring the companies that use the Innovate to Succeed programme to have a better understanding of the profile of our client base. The specific information received will not be shared outside of the Innovate to Succeed programme. It will not be used to decide if you are eligible for the programme.

We would like to know about the ownership of your company. If there is more than one owner, please tell us about the majority.

Is your business majority owned by:

A. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other	<input type="checkbox"/>

D. Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Other	<input type="checkbox"/>

B. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Other	<input type="checkbox"/>

E. Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Other	<input type="checkbox"/>

C. Chinese or other ethnic group

Chinese	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>

F. Prefer not to say

Is your business majority owned by:

Male Female No majority Prefer not to say

Is your business majority owned by people with a disability?

Yes No Prefer not to say

Under the 1995 Disability Discrimination Act, this could be a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out day to day activities (e.g. dyslexia, hearing/visual impairments, mental health issues, epilepsy and cancer).

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Funded by



In Partnership with



SME Growth Project

Data Privacy Policy

1 Introduction

This paper describes how data collected from clients of the SME Growth project will be gathered and used. Data confidentiality is discussed with the client at an early stage, before submission of an application to the programme. This describes what information (a) we must collect and disclose to fulfil the requirements of the funding bodies, (b) we need to deliver the right support and (c) ask to share with stakeholders. The aim is for the client to have confidence that the information provided is stored securely and will only be used for purposes that the client is aware of and has agreed to.

As part of the acceptance process onto the programme, the client is asked to confirm in writing that he/she has read this data privacy policy and agrees to how data could be used.

2 Why is company data collected?

We use information provided for administration, delivery, reporting, marketing and research purposes. We use it for:

1. Mandatory purposes

- Assessment of eligibility and suitability of the client for the programme
- Evaluation of the client's ability to harness innovation capability to deliver growth plans
- Design of bespoke packages of support
- Generation of anonymised evaluation data describing the uptake and impact of the programme
- Evaluation, compliance and publicity by funding organisations

2. Optional purposes

- Generation of publicity for SME Growth programme, including case studies and news items
- Analysis, follow-up and publicity by key stakeholders
- Referrals to complementary support services
- To provide information on products or services that a client requests from us or which we feel may be of interest, where the client has consented to be contacted for such purposes.
- SME Growth team training

The client has the right to deny permission for us to use data for anything other than the mandatory purposes.

3 What client data is collected?

Most of the client data is collected by the application form. This includes:

- General company information
- Services and sectors
- Eligibility— turnover, employee numbers, ownership, etc
- Details of previous State Aid received

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- Diversity and equality profile

OIS may also collect information that is publicly available, such as from Companies House. Client information may also be captured in other client documents including questionnaires, client case file, action plan, meeting records and reports produced by the Business Support Advisor. Business Support Providers may record any other information a client chooses to share, either electronically, verbally, in written form or face to face.

4 How is data stored?

We treat information security very seriously. We will take all reasonable technical and operational precautions to prevent the loss, misuse or alteration of client information. Any data provided by you is:

- Held on our secure, internal servers, and managed by a datacentre supplier who is certified to meet the requirements of ISO 27001 Information Security Management.
- Not transferred outside of the European Economic Area.
- Held in accordance with our Information Security policies.

No data transmission over the internet or any other network can be guaranteed as 100% secure, but we take appropriate steps to try to protect the security of personal data.

5 How could data be disclosed?

Below is a table showing how data may be disclosed. Clients will be notified of any changes or additional requests from other stakeholders. If the request is not for a mandatory purpose, clients can instruct their Business Support Provider not to share their data.

A = mandatory B = optional C = not shared	SMEG Team Members ²	Funding organisations ³	SWLEP and Growth Hub	Other SMEG partners ⁴	Business Support Provider
Application form data	A	A	B	B	B
Internal i2s documents	A	C	C	C	B
PR material	B	B	B	B	B

We may also disclose your personal information to third parties:

- If a Business Support Provider is acquired by a third party, in which case personal data held by us about you will be one of the transferred assets
- To the extent that we are required to do so by law
- In connection with any ongoing or prospective legal proceedings
- To establish, exercise or defend our legal rights.

² This group comprises Wilts & Swindon employees involved in or supporting delivery of SMEG

³ Innovate UK, Department for Communities and Local Government, European Commission

⁴ Business Support Providers including Inspire, Business West, Cool Ventures & Oxford Innovation

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We will not disclose personal information to other third parties without a client's consent.

6 Client rights

6.1 Accessing your data

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you. We will require proof of identity with any request made.

You may instruct us at any time not to use your personal information for marketing purposes. In practice, you would typically agree or disagree to this in advance when submitting or updating your personal information, though opportunities to opt out are written into our processes.

6.2 Updating your data

We seek to verify and confirm the accuracy of the information that we hold about you every time we interact with you. Please let us know at any time if the information we hold about you needs updating or correcting.

7 Roles and responsibilities

The SMEG Team Leader is the nominated Data Controller for the SME Growth project. The Data Controller maintains and updates this Data Privacy Policy and checks compliance by SMEG team members. The Data Controller is the first point of contact for any queries or complaints from clients regarding the use of their data and he/she will take appropriate action to try to resolve them.

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