

SOUTH EAST BUSINESS BOOST ELIGIBILITY QUESTIONNAIRE

Business Name:					
Sector/ Industry:					
Business Address:					
Postcode:		Business Start Date:		Business Trading Age:	
				Years	Months
Website:					
Contact Name:					
Job Title:		Tel:			
Email:					

<p>1. How many people does the business currently employ? (Full time equivalent)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>2. What is the Balance Sheet total of the business?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>3. What was the turnover of the business in the last complete financial year?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p>4. What was the R&D spend of the business in the last complete financial year? (if applicable)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>5. How many product and process innovations has the business implemented in the last 3 financial years? (if applicable)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p>6. What is/will be your trading status? Sole trader, Private limited, etc.)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p>7. Has the company received any European Funding/ERDF support between 2014 and 2020? This includes applications currently underway.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>8. Has the company received state aid within the last 3 years?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>8a. If yes, please state how much.</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p>9. Does the named company have any Partner companies?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>A company is a partner if it has a holding equal to or greater than 25% (but less than 50%) of the capital <u>or voting rights</u> in another company and/or another company has a holding equal to or greater than 25% in the company in question.</p>	

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The South East Business Boost Programme has been part funded by the European Regional Development Fund 2014-20. It is a partnership between Southend-on-Sea Borough Council, Essex County Council, Kent County Council, East Sussex County Council and Thurrock Council.

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10. Does the named company have any Linked companies?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Two or more companies are **linked** when they have any of the following relationships:

- one company holds a majority of the shareholders’ or members’ voting rights in another;
- one company is entitled to appoint or remove a majority of the administrative, management or supervisory body of another;
- a contract between the companies, or a provision in the memorandum or articles of association of one of the companies, enables one to exercise a dominant influence over the other;
- one company is able, by agreement, to exercise sole control over a majority of shareholders’ or members’ voting rights in another.

A typical example of a linked company is the wholly owned subsidiary.

Financial Probity:

If the business is more than 3 years old: please advise:

In the last 12 months, has the business:

- seen a reduction of more than 50% of the business capital/subscribed share capital as a result of accumulated losses?
- been subject to insolvency proceedings (including any currently underway)?
- received rescue aid and has not yet reimbursed the loan or terminated the guarantee?
- received restructuring aid and is still subject to a restructuring plan?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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YES <input type="checkbox"/>	NO <input type="checkbox"/>
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YES <input type="checkbox"/>	NO <input type="checkbox"/>
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YES <input type="checkbox"/>	NO <input type="checkbox"/>
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By using the fully funded Growth Hub service, you are agreeing to having your information shared with our funders, the Department for Business, Energy and Industrial Strategy (BEIS) and the South East Local Enterprise Partnership (SELEP) for research and evaluation services.

Data Protection:

By signing this form, you are agreeing to the information you provide, here, and otherwise to the South East Business Boost (SEBB) programme, being held in line with the SEBB document retention policy, until 31st December 2033, and the information being shared, where requested, with the Ministry for Housing Communities and Local Government (MHCLG) and with the SEBB delivery partners. Any such information will only be shared with third party organisations to facilitate the delivery and management of the business support services that we provide to you; this may include, for example, undertaking analysis of the services, tracking your progress and reporting our performance to government.

The SEBB Programme may be able to support your organisation to grow with a business grant or access to free business workshops.

COMPANY CONTACT SIGNATURE:		DATE:	
		PRINT NAME:	

If you have answered ‘Yes’ to questions 9 or 10 of this form, please also complete the ‘Supplementary Eligibility Form’ .

PRIVACY NOTICE for the Purpose of Data Collection for ERDF

The EU Common Provisions Regulations (CPR), and Article 6 of the Ministry for Housing Communities and Local Government (MHCLG), as the managing authority for the SEBB Programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation (including the summative assessment) and to ensure compliance, the collection of personal data is required.

Who is the data controller for ERDF personal data?

The MHCLG ERDF Managing Authority is the controller for all personal data required to help deliver the ERDF Programme under the terms of its ERDF Funding Agreement.

The MHCLG ERDF Managing Authority will be processing personal data in the ERDF Programme according to the following lawful basis:

Article 6(1)€ of the EU General Data Protection Regulation (GDPR)

‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’.

The lawful basis for controlling or processing ‘special category’ data under ERDF is:

Article 9(2)(g) GDPR

“processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;”

What personal data will be collected?

Depending on the nature of activities of the ERDF-funded project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individual **may** be collected:

- Name of contact point with a business (in some cases property owner) engaged with or individual engaged with;
- Address
- Postcode
- Phone number
- Ethnicity
- Disability
- Email address
- Labour market status prior to receiving support and 6 months after
- Duration of support
- Intensity of support
- Pay details

MHCLG may collect special category data on ethnicity and disability.

Who will my personal data be shared with and how will it be used?

Your details will be stored securely and retained in compliance with GDPR and the new Data Protection Act. This information will be used to evaluate this project and to report to the European Regional Development Fund for monitoring and evaluation purposes.

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PRIVACY NOTICE for the Purpose of Data Collection for ERDF

Your details will be used to support the ERDF programme research and evaluation activities. MHCLG will need to share all or some of your personal data with the national evaluator of the ERDF programme. In some cases, the national evaluator, i.e. independent external contractors commissioned by MHCLG, may use the contact detail to contact a sample of direct or indirect beneficiaries for the purpose of the National Evaluation of the programme. It is likely that the survey methodology will need to incorporate a variety of approaches in order to maximise the survey response rate (for example, telephone survey, written survey, and e-mail survey) - hence the need for a variety of contact details required for each participant. MHCLG may also need to share with other government departments and the European Commission where this is necessary to test the robustness of the data gathered or to inform the National Evaluation.

MHCLG will not give any personal data to any other organisation unless needed for the purpose of the evaluation and will instruct them not to use it to contact individuals for any reasons now connected with the purpose of the National Evaluation of the ERDF programme 2014-2020 or other matters directly relating to the evaluation. If MHCLG has to pass on the data, it will only provide what is needed, and if possible will remove the details that might identify individuals personally. MHCLG will not transfer personal data outside the European Union, to third countries or international organisations.

MHCLG will not keep your personal data for longer than it needs but as a minimum, will retain data for two years after the closure of the 2014-2020 ERDF programme in line with the European Regional Development Fund document retention guidance to ensure MHCLG meets reporting obligations and to demonstrate compliance with EU requirements.

Individual's right

ERDF participants cannot claim the following rights in terms of ERDF personal data:

- right to erasure ("right to be forgotten")
- right to portability of their data

The data collected is your personal data, and you have the right, subject to lawful data requirements:

- to see what data we have about you;
- to ask us to stop using your data;
- to ask us to delete your data, or to correct your data if there is no longer justification to process it;
- to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

Automated decision making

Your personal data will not be subjected to automated decision making

Contact Details

You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

If you would like further information about the programme and your personal information, please contact the ERDF Programme at esif@communities.gsi.gov.uk

If you have any general questions about how your personal data is being used, you can also contact MHCLG's Data Protection Officer at: dataprotection@communities.gsi.gov.uk



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