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Lead Generation for Skills for Growth – SME Support Programme

*September 2021*

*Part 2*

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**SECTION 1: Organisation Details**

Please complete this form in full in order to be added to our Supplier Database.

The Growth Company is the holding company for a number of subsidiary companies. For a full list of our companies, please see this link: <http://www.growthco.uk/about-us/company-information/>

| **Organisation Details** | **Response** |
| --- | --- |
| Registered Company Name and Trading Name |  |
| Company Registration Number (UK Only) |  |
| VAT Registration Number (UK / EU Only) |  |
| Primary Business Activity of the Organisation |  |
| Is your organisation a  | Sole Trader  | Y/N |
| Limited Company | Y/N |
| PLC | Y/N |
| Partnership | Y/N |
| Charity  | Y/N |
| Other (please state) | Y/N |
| **Address** |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Town/City |  |
| Postcode |  |
| Country |  |
| Telephone |  |
| Email address for payments |  |
| **Supplier Contact** |  |
| Name |  |
| Contact email address (if different from above) |  |
| Web Address |  |
| **Organisation Type**  | **Definition** | **Number of Employees** |
| We use this information to help monitor and manage our supplier base including working to develop our Social Value aims |
| Enterprise | >1000 staff |  |
| Large Size Enterprise | <1000 staff |  |
| Medium Size Enterprise | <250 Staff; <£41M Turnover; <£35.2M Balance Sheet |  |
| Small Size Enterprise | <50 Staff; <£8.2M Turnover; <£8.2M Balance Sheet |  |
| Micro Size Enterprise | <10 Staff; <£1.7M Turnover; <£1.7M Balance Sheet |  |
| Is your organisation a Voluntary, Community or Social Enterprise business (VCSE)? Please state which or N/A  |  |
| **Insurances** | **Please state level and date of expiry or N/A where not held** |
| Employers Liability |  |
| Public Liability |  |
| Professional Indemnity Insurance |  |
| **Declaration of Interest** **and Modern Slavery** |  |
| Are you aware of any conflicts of interest between your company and The Growth Company?  |  |
| Are you a commercial organisation as defined by Section 54 of the Modern Slavery Act 2015?  |  |
| If Yes,please provide a link to your statement on your website |  |
| **Enclosures** | **Detail**  |
| [ ] Your Company Full Bank Details in **PDF format** on Company Letter Head Paper | * Account /Payee Name
* Bank Name, Sort Code and Account Number
* Non-UK Suppliers - IBAN Number and Swift Code. Routing Number (US only) and Applicable Currency
 |

**SECTION 2: Data Governance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REQUIREMENT** | **STATUS** | **FURTHER INFORMATION** |
| **Yes** | **No** | ■: Where ‘No’ has been ticked, please explain why this is the case and provide further details on the current controls/processes that are in place.■: Where ‘Yes’ has been ticked, provide additional information where requested. |
| 2.1 | Do you have a named person with day to day responsibility for data protection? Is there an executive level role with overall accountability for our information compliance programme? | Answer for information only | Please provide the name and contact details of person responsible for data protection.     Tick if this person is a Data Protection Officer [ ]  |
| [ ]  | [ ]  |
| 2.2 | Do you have a GDPR compliant Data Protection policy to cover personal data? | [ ]  | [ ]  | ■: Please supply a copy.■:        |
| 2.3 | Do you have a data protection and information security training programme in place for your employees, with refresher training, which tests staff understanding? As a sole trader or micro business have you taken sufficient steps to ensure you and your staff are able to protect GC data? | [ ]  | [ ]  | ■:       |
| 2.4 | Will all the personal data that you are processing be kept within the EEA. | [ ]  | [ ]  | ■: Please explain what data will be transferred outside of the EEA and confirm how you will fulfil the obligation of adequate protection in respect of that personal data.      |

**SECTION 3: Information Security**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **REQUIREMENT** | **STATUS** | **FURTHER INFORMATION** |
| **Yes** | **No** | ■: Where ‘No’ has been ticked, please explain why this is the case and provide further details on the current controls/processes that are in place.■: Where ‘Yes’ has been ticked, provide additional information where requested. |
| 3.1 | Do you hold any current certifications or registrations, such as ISO 27001, Cyber Essentials, Cyber Essentials Plus or Public Services Network (PSN) Compliance?Note: if you do not currently hold any certificates you must agree to complete Cyber Essentials as minimum within 6 months. | [ ]  | [ ]  | ■: Please state what certificates you hold:      ■: If no, are you willing to commit to obtaining Cyber Essentials if you are awarded the contract? YES [ ]  |

| **Supplier Declaration** |
| --- |
| Please confirm by signing and returning a copy of the completed application form and enclosures that the information contained in it is correct and that you accept the above requirements for supplying The Growth Company and subsidiaries.**I am an authorised signatory to sign on behalf of my organisation.** |
| Name:  | Role |
| Date: | Signature |