**Claim Contacts Form**

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| Please complete the ‘Project Claim Contacts Form’ referring for further information to the WEFO Guidance available via [www.wefo.wales.gov.uk](http://www.wefo.wales.gov.uk).If you should have any queries please contact the WEFO Payments Team wefopayments.wales.gsi.gov.ukPlease read the ‘WEFO Online User Terms and Conditions’, also available via <http://www.wefo.wales.gov.uk/default.asp?action=page&ID=2410>. These set out the Terms and Conditions on which we will provide the WEFO Online Services to individuals who operate the WEFO Online website on behalf of your organisation. By registering to use WEFO Online you are agreeing to be bound by these Terms and Conditions and in particular you agree and accept the disclaimers and limitations of liability contained in these Terms and Conditions. **Data Protection Act 1998 (the “Act”)**[www.wefo.wales.gov.uk/wefo-online](http://www.wefo.wales.gov.uk/wefo-online) **is a** government website managed by the Welsh Assembly Government. The Welsh Assembly Government (hereinafter referred to as “we” or “us”) adheres to the Data Protection Principles embodied in the Act. Any personal data submitted by you as part of the registration process will be held on a computerised database to assist us and our partners with record keeping, client follow-up, statistical and research purposes. Except where we are required by law (including European Union law) to disclose your information, we will only pass your information to third parties (other than the persons specified in the preceding paragraph) with your consent. You have a right of access to the information we hold about you (for which we may charge a small fee) and you have a right to correct any inaccuracies in your information. We will endeavour to ensure compliance by any of our service providers, sub-contractors and agents with the Act.  The Welsh Assembly Government is registered with the Information Commissioner under number Z7107446. By completing and submitting this Claim Contacts Form, you consent to us holding and using your personal information in accordance with this notice and also declare that all the information you have given is true to the best of your knowledge. For more information on the Welsh Assembly Government’s policy on the Act, please refer to the Code of Practice on Public Access to Information available at [www.information.wales.gov.uk](http://www.information.wales.gov.uk/). |
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| \* Please Complete Mandatory Fields |
| Business Party Name:\* |  |
| Project Name\* |  |
| Title:\* |  |
| Forename:\* |  |
| Middle Name: |  |
| Surname:\* |  |
| Contact Job Title: |  |
| Number/Building Name:\* |  |
| Address Line 2:\* |  |
| Address Line 3: |  |
| Town/City:\* |  |
| County: |  |
| Postcode:\* |  |
| Country: |  |
| Contact Telephone:\* |  |
| Contact Mobile Number: |  |
| Contact Email Address:\* |  |
| Does User require Online access\* | [ ]  Yes[ ]  No |
| Please indicate the role/s performed by this contact: | [ ]  Claim Contact[ ]  Claim Maintainer[ ]  Claim Submitter |