|  |  |
| --- | --- |
| **WEFO Online**  **Business Party Registration Form**  Please complete this form to register your organisation as a ‘Business Party’ to access the WEFO Online service.  ‘Business Party’ is a term that WEFO uses to describe a business or organisation that has a business relationship with WEFO e.g. a project sponsor.  More information about the WEFO Online service can be found at the website: [www.wefo.wales.gov.uk/wefo-online](http://www.wefo.wales.gov.uk/wefo-online)  Before you complete this form, please read the ‘WEFO Online Business Party Terms and Conditions’ which are available on the website. By registering to use the WEFO Online Services 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 Statement**  **General Data Protection Regulations 2016 (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 Government. The Welsh 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 the right:   * to access the personal data the Welsh Government holds on you; * require us to rectify inaccuracies in that data * to (in certain circumstances) object to or restrict processing * for (in certain circumstances) your data to be ‘erased’ * to lodge a complaint with the Information Commissioner’s Office (ICO) who is our independent regulator for data protection   The contact details for the Information Commissioner’s Office can be found on their website: [www.ico.gov.uk](http://www.ico.gov.uk)  We will ensure compliance by any of our service providers, sub-contractors and agents with the Act.    The Welsh Government is registered with the Information Commissioner under number Z7107446.    By completing and submitting this Business Party Registration 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. | |
| **Details of your organisation** | |
| Your organisation’s legal name (in full):\* |  |
| Sector:\*  (Please tick one box) | Public Sector  Private Sector  Third Sector |
| Type of organisation:\*  (Please tick one box) | Assembly Government Sponsored Body (AGSP)  Charity or NGO  Co-Operative or Mutual  Further Education (FE)  Fisheries Local Action Group LA  Fisheries Local Action Group Private  Government Agency or Statutory Adviser  Higher Education (HE)  Legal Person  Local Government  Natural Person  Non Profit-distributing  Organisation of Fisherman  Other Private  Other Public Body  Other Third sector  Partnership  Producers Organisation  Profit-distributing  Social Enterprise Community Interest Companies  Sole Trader  Training or Educational Body  Voluntary/Community Organisation  WAG |
| Company Registration Number:\* |  |
| Charity Registration Number:\* |  |
| Customer Reference Number (CRN):\* |  |
| VAT Number:\* |  |
| Date VAT was registered:\* |  |
| Preferred Language for correspondence: | English  Welsh |
| Number/Building Name:\* |  |
| Address Line 2:\* |  |
| Address Line 3: |  |
| Town/City:\* |  |
| County: |  |
| Postcode:\* |  |
| Country: |  |

|  |  |
| --- | --- |
| **eGateway Contact For Your Organisation**  The Government Gateway website [www.gateway.gov.uk](http://www.gateway.gov.uk) is used to register for online Government Services. You will need to register your organisation on this website (assuming the organisation is not already registered) and create logins for each contact required to access WEFO Online.  Please give the name of the person in your organisation who is responsible for registering on the Government Gateway and who will create the logins for all your other contacts: | |
| Title:\* |  |
| Forename:\* |  |
| Middle Name: |  |
| Surname:\* |  |
| Contact Job Title: |  |
| Contact Telephone:\* |  |
| Contact Mobile Number: |  |
| Contact Email Address:\* |  |
| Preferred Language for eGateway Contact:\* | English  Welsh  Bilingual |

**I confirm that I have read and accept the WEFO Online Business Party Terms and Conditions.**

SIGNED ………………………………… DATED………………

**For Welsh Government use only**

|  |  |
| --- | --- |
| Team reference number:\* |  |
| Purpose of Organisation | Please Select |
| Full Business Party name:\* |  |
| The full legal name of the organisation against which these checks have been undertaken:\* |  |
| The Company Registration number and/or Charity Registration number:\* |  |
| The date the Due Diligence checks were undertaken:\* |  |
| The name of the person who inputted the Due Diligence information into the Welsh Government Due Diligence repository as directed by the Grants Centre of Excellence:\* |  |