



FFURFLEN CYMHWYSTER MENTER / ENTERPRISES ELIGIBILITY FORM

Mae GEOM yn ymgyrch cydweithredol a ariennir gan ERDF rhwng Prifysgol Aberystwyth a QineitQ Ltd sy'n ceisio cyflwyno arbenigedd o'r radd flaenaf mewn data gofodol i ddatblygu cynnyrch neu wasanaethau newydd sydd wedi'u targedu at farchnadoedd y DU a marchnadoedd rhyngwladol

GEOM is a collaborative ERDF funded operation between Aberystwyth University and QineitQ Ltd which aims to deliver world class expertise in spatial data to develop, new products or services targeted at UK and international markets.

Adran 1: Manylion y Fenter Er mwyn gallu gweld beth yw budd hir dymor arian strwythurol mae WEFO yn casglu'r wybodaeth isod ar gyfer ymchwil. Efallai y byddant yn cysylltu â chi

Section 1: Enterprise Details In order to assess the lasting effects of Structural Funds WEFO need to carry out research. For this research WEFO may need to contact enterprises.

Record Identifier:	
Enw'r Fenter:	E09
Enterprise Name:	

Manylion Cyswllt: Contact Details:	Teitl/Title: (Mr, Miss, Mrs, Ms, Dr, etc)			E05
	Enw (au) Cyntaf: First Name (s):			E06
	Cyfenw/Surname:			E07
	Teitl eich swydd: Job Title:			E08
	Cyfeiriad/Address:			E10/11/12
	A yw hwn yn gyfeiriad cartref? / Is this a home address?	Ydi / Yes <input type="checkbox"/>	Nac ydi / No <input type="checkbox"/>	E15
	Awdurdod Lleol: Unitary Authority:			E13
	Côd Post Code:			E14
	Rhif Ffôn (yn cynnwys côd)/Telephone Number (including code):			E17
	Rhif ffon arall/Alternative telephone number:			E18
Cyfeiriad e-bost: Email address:			E19	

Dewis iaith Preferred language of communication	Cymraeg <input type="checkbox"/>	English <input type="checkbox"/>	E16
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Gwybodaeth y fenter Enterprise Information	Rhif TAW: VAT Number:			E02	
	Rhif Cwmni: Company Number:			E03	
	Rhif Talu Wrth Ennill: PAYE Reference:			E04	
	Date of first commercial sale: (dd/mm/yyyy / NA)				
	Sector: (SIC 2007)			E23	
	Nifer o weithwyr: Number of Employees: 0-1; 2-9; 10-49; 50-249; or 250+			E24	
	Trosiant/Turnover: <£10,000; £10,000 to £49,999; £50,000 to £99,999; £100,000 to £199,999; £200,000 to £499,999; £500,000 to £999,999; £1,000,000 to £1,999,999; £2,000,000 to £4,999,999; £5,000,000 to £9,999,999; £10,000,000 to £19,999,999; £20,000,000 to £49,999,999 or £50,000,000 or more			E25	
	Math o fenter (gweler y nodiadau cyfarwyddyd) Type of enterprise (see guidance notes for definitions)	Menter Gymdeithasol Social Enterprise	le/Yes <input type="checkbox"/>	Na/No <input type="checkbox"/>	E21
		SME	le/Yes <input type="checkbox"/>	Na/No <input type="checkbox"/>	E22
	Os nad ydych yn siwr os yw'ch menter yn SME, bydd y cwestiynau nesaf yn galluogi'r tim i benderfynnu statws SME eich menter.	If you are unsure whether the enterprise is an SME, the following questions will help the project team establish the enterprise's SME status.			
Ydi mantolen y fenter yn fwy na 43 miliwn ewro? Is the enterprises's balance sheet more than 43 million euro?		Ydi/Yes <input type="checkbox"/>	Na/No <input type="checkbox"/>	E20	
Ydi trosiant blynyddol y fenter yn fwy na 50 miliwn ewro? Is the enterprise's annual turnover more than 50 million euro?		Ydi/Yes <input type="checkbox"/>	Na/No <input type="checkbox"/>	E20	
Oes menter arall yn berchen ar >25% y fenter? Is the enterprise >25% owned by another enterprise? Os felly rhowch fanylion / Please provide details if yes		Ydi/Yes <input type="checkbox"/>	Na/No <input type="checkbox"/>	E20	

Adran 2: Gwybodaeth cyfle cyfartel Dylai'r wybodaeth yma cael ei ddarparu i berchnogion y fenter sy'n cael cymorth. Os nad yw'r wybodaeth ar gael i berchnogion, dylai'r wybodaeth gael ei ddarparu ar gyfer y cyfarwyddwyr neu'r uwch reolwyr. Gweler y nodiadau cyfarwyddyd am wybodaeth pellach.

Section 2: Equal opportunities information This information should be provided for the owners of the enterprise assisted. If the information is not available for the owners, information should be provided for the directors or senior managers. See guidance notes for further information.

Nifer y perchnogion sy'n ddynion Number of male owners	E27	Nifer o berchnogion lleiaf rifol Number of BME owners	E29
Nifer o berchnogion sy'n fenywod Number of female owners	E28	Nifer o berchnogion sydd ddim yn lleiaf rifol Number of non-BME owners	E30
Nifer o berchnogion sy'n deall Cymraeg Number of owners who understand Welsh	E32	Nifer o berchnogion rhwng 0 – 24 oed Number of owners aged 0- 24	E36
Nifer o berchnogion sy'n siarad Cymraeg Number of owners who speak Welsh	E33	Nifer o berchnogion rhwng 25 – 44 oed Number of owners aged 25 - 44	E37
Nifer o berchnogion sy'n darllen Cymraeg Number of owners who read Welsh	E34	Nifer o berchnogion rhwng 45 – 64 oed Number of owners aged 45 - 64	E38
Nifer o berchnogion sy'n ysgrifennu Cymraeg Number of owners who write Welsh	E35	Nifer o berchnogion sy'n 65 – 74 oed Number of owners aged 65 - 74	E39
		Nifer o berchnogion sy'n 75+ oed Number of owners aged 75+	E40
Nifer o berchnogion sy'n ystyried eu bod yn anabl oherwydd y rhwystrau sy'n eu hatal rhag cymryd rhan lawn ym mhob maes o fywyd. Number of owners who consider themselves to be a disabled person because of the barriers which prevent them from participating fully in all areas of life.			E31

Section 3: Anticipated Outcomes / Indicators Acheived

Allbynnau Disgwyliwyd Anticipated Outcomes	A fydd eich menter yn cydweithio gyda sefydliadau ymchwil sy'n cael eu cefnogi? / Will your enterprise be co-operating with supported research institutions?	Bydd/Yes <input type="checkbox"/>	Na fydd/No <input type="checkbox"/>
	Manylion yn cynnwys enw'r Sefydliad / Details including name of Institution		
	A fydd eich menter yn cydweithio gyda partneriaid ar brosiect ymchwil? / Will your enterprise be co-operating with partners in a research project?	Bydd/Yes <input type="checkbox"/>	Na fydd/No <input type="checkbox"/> E45?
	Manylion / Details		

Allbynnau Disgwyliwyd Anticipated Outcomes	A fydd eich prosiect yn arwain at fuddsoddiad preifat yn cyfateb i gefnogaeth cyhoeddus mewn prosiectau arloesi neu ymchwil a datblygu? / Will your project result in private investment matching public support in innovation or R & D projects?	Bydd/Yes <input type="checkbox"/>	Na fydd/No <input type="checkbox"/> E49?
	Math a Maint y buddsoddiad (£) / Type and Amount of investment (£)		
	A fydd eich sefydliad yn derbyn cymorth heb fod yn ariannol?/ Will your enterprise be receiving non-financial support?	Bydd/Yes <input type="checkbox"/>	Na fydd/No <input type="checkbox"/> E42
	Manylion / Details		
	A ydych yn rhagweld bydd eich menter yn creu swyddi o ganlyniad uniongyrchol i'r prosiect? / Do you anticipate that your enterprise will creat jobs as a direct result of the project?	Ydw/Yes <input type="checkbox"/>	Nac ydw / No <input type="checkbox"/> E58
	Nifer o swyddi / Number of jobs		
	A ydych yn rhagweld creu cynnyrch newydd i'r farchnad o ganlyniad uniongyrchol i'r prosiect? / Do you anticipate creating new to the market products as a direct result of the project?	Ydw/Yes <input type="checkbox"/>	Nac ydw / No <input type="checkbox"/> E47
	Manylion / Details		
	A ydych yn rhagweld creu cynnyrch newydd i'r fenter o ganlyniad uniongyrchol i'r prosiect? / Do you anticipate creating new to the firm products as a direct result of the project?	Ydw/Yes <input type="checkbox"/>	Nac ydw / No <input type="checkbox"/> E46
Manylion / Details			

Datganiad Declaration	Rwy'n datgan bod y wybodaeth a ddarperir yn gywir hyd eithaf fy ngwybodaeth a'm cred . I declare that the information provided is correct to the best of my knowledge and belief .	
	Enw / Name:	
	Swydd / Position:	
	Llofnod / Signature:	
	Dyddiad / Date:	

Guidance Notes

Definitions	
Start-up	An enterprise less than two years old at the time of receiving assistance
Social Enterprise	An enterprise with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders or owners (WAG, 2005)
Small & Medium-sized Enterprise (SME)	Consists of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and / or an annual balance sheet not exceeding EUR 43 million (EC, 2003a)
Turnover	<p>Turnover comprises the total invoices by the observation unit during the reference period & this corresponds to market sales of goods or services supplied to third parties.</p> <p>Turnover includes all duties and taxes on the goods or services invoiced by the unit with the exception of the VAT invoiced by the unit vis-a-viz its customer & other similar deductible taxes directly linked to turnover.</p> <p>It also includes all other charges *(transport, packaging, etc) passed on to the customer, even if these charges are listed separately in the invoice. Reduction in prices, rebates & discounts as well as the value of returned packaging must be deducted.</p> <p>Income classified as other operating income, financial income & extraordinary income in company accounts is excluded from turnover. Operating subsidies received from public authorised or the institutions of the European Union are also excluded. (Eurostat, 2006)</p> <p>The observation unit is the enterprise or branch of an enterprise, whichever is the direct recipient of Structural Fund assistance.</p>

Notes Section 2
UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise to four digits. Further details can be found at http://www.ons.gov.uk/
<p>This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers. Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>
<p>This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers. The Social Model of Disability recognises that disabled people are people with impairments who are disabled by their environment. This Model is recognised by disabled people and was formally adopted by the Welsh</p>

Government in 2002.

The Social Model of Disability makes the important difference between 'impairment' and 'disability'. It recognises that people with impairments are disabled by the barriers that commonly exist in a society. In simple terms, it is not the inability to walk that prevents a person entering a building unaided but the existence of stairs that are inaccessible to a wheelchair-user. In other words, 'disability' is socially constructed

The Social Model of Disability requires society to remove the barriers in order that all people have equality. Further information can be found at <http://www.disabilitywales.org/>

Owners should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

Gellir darparu'r wybodaeth hyn mewn Cymraeg. This information can be made available in Welsh



GDPR Privacy Policy

Aberystwyth University and specifically the GEOM Operation complies with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and with other related UK data protection legislation.

The GEOM operation collects, processes, records and shares internally the personal information of persons associate with organisations having completed the GEOM eligibility paperwork to administer your project and to provide the products and services you have requested from us, including for the following purposes:

- 1) To provide the information required by our funder the Welsh European Funding Office (where Welsh government are the data controller and the GEOM operation is the data processor). For further information please see:-
<https://gov.wales/docs/wefo/publications/180622-wefo-gdpr-v2-en.pdf>
- 2) To confirm eligibility of participants, activities or expenditure, monitoring, research or evaluation purposes.
- 3) To retain correspondence related to your project;

Please Note: The GEOM operation may share the monitoring data (including the individual participant records) with commissioned evaluation organisations interviewing participants so they can talk to them about their experiences. Not everyone who takes part in the programmes will be contacted. If a participant is contacted by researchers, the purpose of the research will be explained to the individual and will be given the option to not take part in the research. The research organisations will delete the participants' contact details once the research is complete.

What is the lawful basis for controlling or processing personal data under ESF and ERDF?

The relevant section of the GDPR for collecting personal data in relation to the Structural Funds is Article 6(1)(e)where:

“processing is necessary for the performance of a task carried out in the exercise of official authority vested in the controller”

The European Regulations governing Structural Funds give the Welsh Government official authority to process the personal data referred to above. Article 54(2) of Regulation (EU) No 1303/2013 common provisions on the European Structural and Investment Funds (CPR Regulation) states that “Member States shall provide the

resources necessary for carrying out evaluations, and shall ensure that procedures are in place to produce and collect the data necessary for evaluations, including data related to common and where appropriate programme-specific indicators.”

Furthermore, the EC ESF Monitoring and Evaluation Guidance states that “a complete data set in respect of the personal variables of the common output indicators is required in order to be able to report on the common indicators based on representative samples as set out in Annex I and Annex II ESF” (page 17). Annex I of Regulation (EU) No 1304/2013 on the European Social Fund (ESF Regulation) lists a range of data to be collected. These are outlined in ESF Annex A - Participants database, available at:

<https://gov.wales/funding/eu-funds/2014-2020/wefo-guidance/monitoring/esf-indicators/?lang=en>

The EC ESF Monitoring and Evaluation Guidance also states that “the individual participants' data for all person-related indicators must be recorded and stored in a way that allows a Member State to perform the tasks it is legally required to perform. Therefore all records should include, as a minimum: an identifier for the operation/project; a personal identifier that allows an individual to be traced and re-contacted; dates of starting and leaving an operation; and access to values for all variables needed for indicators” (page 18).

In addition, data is collected relating to Welsh Language to ensure we can demonstrate the programmes are being delivered in line with the Welsh Language (Wales) Measure 2011.

The Data retention will be specified by the Welsh European Funding Office / Welsh Government. The data retention period could be as long as 31st December 2026.

Under the data protection legislation, you have the right:

- to access the personal data the GEOM Operation 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 the independent regulator for data protection

The Welsh Government Grants Privacy Notice can be found here:
<https://gov.wales/docs/caecd/publications/180518-privacy-notice-en.pdf>

Further information from the ICO can be found here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

You can email the University’s Data Protection Officer on infocompliance@aber.ac.uk