

Local Enterprise Office Kildare

BUSINESS ADVICE APFORM FORM

Section 1: Completed by LEO

Date of Enquiry: _____ LEO Member Dealing with Enquiry: _____

Date of Meeting: _____ Client Business Advisor: _____

LEO Client: Yes No GMIS NUMBER: _____

Data Protection Notice

By completion of Section 2 below the client hereinafter ("**the Data Subject**") agrees that it has reasonable expectation that personal data submitted on this **BUSINESS ADVICE FORM** shall be processed by Local Enterprise Office Kildare (the "**Data Controller**") for the purpose of resolving the Data Subject's enquiry.

Based on the nature of the enquiry submitted to the Data Controller the Data Subject consents to the processing of personal data disclosed here below and permits the Data Controller to exercise the right to process such personal data with the consent of the Data Subject and in performance of a task carried out in the public interest by an official authority. The data subject shall have the right to withdraw their consent at any time by contacting localenterprise@kildarecoco.ie.

The Data Controller shall process personal data in accordance with the Data Protection Acts 1988-2018. The full expression of the Local Enterprise Office's General Data Protection Regulations policy may be viewed at www.kildare.ie/CountyCouncil/DataProtection

Section 2: Completed by Client

Name of Client: _____

Name of Company/Business: _____

Contact Address: _____

Eircode: _____

Telephone: _____ Mobile: _____

Email: _____

Website: _____

Status of Promoter:

Employed: Unemployed: Self Employed: Other:

Describe Present Status of Project:

Pre Start up Start Up: Expansion:

Date Established: _____ Sector: _____

Legal Structure / Proposed Legal Structure:

Sole Trader: Limited Co: Other:

The purpose of client meeting, requirements and expectations:

Consent to Contact about Future Business Support Services: Kildare Local Enterprise Office provides a service to inform clients about future business support services. If you would like to be kept informed of available business supports and opportunities, and consent to our office contacting you about these services, please tick any of the following boxes to indicate your preferred means of communication.

Your consent can be withdrawn at any time and we do not share personal data with third parties.

If you do not wish to be contacted about these services, please tick box 5.

1. *Post*
2. *Telephone*
3. *Email*
4. *Text / other electronic means*
5. *I do not consent to LEO Kildare contacting me in the future about business support services*

As a regular provider of business courses and a supplier of business support services, Kildare Local Enterprise Office may from time to time, need to contact clients to notify them of details related to their enquiry or business support service. Please tick the consent box below to confirm acceptance. Your consent may be withdrawn at any time by contacting us at localenterprise@kildarecoco.ie. The information you provide will be held in accordance with the Data Protection Acts 1988-2018. The full terms of our privacy, data protection and GDPR policies protecting your personal data can be found at www.kildare.ie/CountyCouncil/DataProtection

I consent to Kildare Local Enterprise Office contacting me in relation to general matters related to this enquiry.

Signed: _____ **Date:** _____