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| **Tier 1 Innovator Visa Programme Application Data Protection Form** |
| This privacy notice explains how we use any personal information we collect about you when you apply for business support.  **What information do we collect about you?**  Blue Orchid Enterprise Solutions Ltd operates the Tier 1 Innovator Visa Programme under the auspices of the UK Government Home Office Tier 1 Visa Scheme.  Blue Orchid Enterprise Solutions Ltd are required to collect information about you and your business when you voluntarily complete Tier 1 Visa Application Business Endorsement applications, Business Reviews and Business Support Assessments and make this data available to UK Home Office.  Blue Orchid Enterprise Solutions will not share your information for marketing purposes with external companies.  **How will we use the information about you?**  • Process your Endorsement application  • Monitor and assess the delivery of the service  • Conduct data analysis on the users of this service to support the development of new services  • Maintain fraud prevention  • Contact you in the delivery of project services  • Provide progress reports to the funding organisation  The information you provide will be held on Blue Orchid Enterprise Solutions Customer Relationship Management system as well as on hard copies of the paperwork you are asked to complete. This information is stored securely and only shared with UK Home Office and Fresh Business Services Ltd.  If you do not consent to Blue Orchid Enterprise Solutions Ltd holding your information, you will be unable to apply for the Tier 1 Visa Programme.  This is due to the requirement to monitor the performance of the project and provide evidence to meet the UK Home Office monitoring and audit requirements.  **Marketing**  □ Yes, I consent to receive further communications from Blue Orchid Enterprise Solutions Ltd regarding services and products that I might be interested in, such as grants, funding and business support.  I consent to being contacted via the following methods:  □ Post  □ Email  □ Telephone  If you have consented to receive marketing, you may opt out at a later date.  If you no longer wish to be contacted for marketing purposes, please contact:  **Blue Orchid Enterprise Solutions Ltd**  f.kearney@blueorchid.co.uk  Access to your information and correction  We will hold your data until 31st December 2020.  For further information on how your information is used, how Blue Orchid Enterprise Solutions Ltd maintain the security of your information, and your rights to access information held on you, please contact f.kearney@blueorchid.co.uk  **Changes to our privacy notice**  We keep our privacy notice under regular review. This privacy policy was last updated on 3rd August 2018. |