

Changing your contacts' details form



What's this form for?

✓ **Use this form** to give us details of any changes to the contact details for the staff associated with your project or to replace an existing contact with a new one.

✗ **Don't use this form** to change your project's or organisation's details or to change which organisation is responsible for the funding.

Instead request one of the following forms:

- Changes to your project – outcomes, beneficiaries, budget, location, duration
- Changes to your organisations' details
- Project transfer form

How to fill in this form

- ▶ Make sure you've saved this form to your own computer and are using **Adobe Reader version 10.0** or above.
- ▶ Complete only the relevant sections of this form i.e. that relate to the change you wish to make.
- ▶ Once complete, attach it to an email and send it back to us along with the project budget change spreadsheet if you're making changes to your budget.

Organisation ID	
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Organisation name	
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Project ID	
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Project name	
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1. Project contacts

	New details		
Personal details	Primary contact	Secondary contact	Legally responsible contact
Title			
Forenames			
Surname			
Job title or position			
Date of Birth (dd/mm/yyyy)			
Daytime phone			
Evening phone			
Mobile phone			

Home address	Primary contact	Secondary contact	Legally responsible contact
Flat number			
Building number			
Building name			
Street			
Town or city			
Postcode			
Number of years at this address			

If living at this address for less than three years, please provide details of previous addresses to cover this period.

Previous Home address	Primary contact	Secondary contact	Legally responsible contact
Flat number			
Building number			
Building name			
Street			
Town or city			
Postcode			

Project correspondence address	
If the preferred correspondence address is not the organisation's address or the person's home address, please provide details below.	
Flat number	
Building number	
Building name	
Street	
Town or city	
Postcode	
Communication language	
Communication needs	
If 'Other', please give details	

Why are you making this change and what effect will it have on your project?

You can write up to 2,000 characters (about 300 words).

2. Data protection

We will use the information you give during the life of your grant to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies, to prevent fraud and money laundering. You can obtain further details explaining how the information held by fraud prevention agencies may be used from our Customer Services, by emailing dataprotection@biglotteryfund.org.uk or by telephoning our advice line on 0845 4 10 20 30, or by writing to: Customer Services, Big Lottery Fund, 2 St James Gate, Newcastle upon Tyne, NE1 4BE.

We might use the data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.