

<b>Foreign Language School</b> (Name)			<b>School British Council Unique Number</b>		SC_____ - _____
(Address, telephone)			<b>Examination Location (City)</b>		
No.	First Name	Last Name	Date of Birth	Gender (F or M)	Email
1					
2					
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**I would like to receive a receipt for the examination fees:**

In the name of the school

**Examination Date:** .....

In the name of each candidate

**Examination Session:** .....

**Please mark (X) the box of your preference.**

*(If applicable)*

**Data Protection**

The British Council, 17 Kolonaki Square, 106 73 Athens, Greece will use your data for the following purposes:

**Administration**

We will pass your information to our business providers who will process your data on behalf and under our control. Our providers assist us with the administration of your examination and technological support.

We use standard model contract clauses to ensure that the adequacy of personal data transferred internationally meets with General Data Protection Regulation (GDPR) requirements.

We will use your voice recordings and written responses in connection with processing your Aptis assessment. We may also collect personal information (your name, address, date of birth, a form of identification number and country of residence) for purposes of verifying your identity.

Our lawful basis for processing your personal data for administration purposes is the performance of your test contract. In line with our corporate retention schedule, we will keep your personal data for three years after the date of the test.

**Research**

The British Council Assessment Group (ARG) will occasionally use voice recordings and written responses to conduct research, review the performance of assessment products or design new assessment products.

These recordings might be used by individuals or organisations working in partnership with us to research the English language and English language assessment. We may record the date and country of origin of these recordings, but will not associate your name, date of birth or any other form of personal identification with these recordings.

Our lawful basis for processing your personal data for research purposes is our legitimate interest. In line with our corporate retention schedule, we may keep these recordings for up to ten years.

**Marketing**

Please tick the box if you wish to receive electronic marketing communications about British Council products, services and activities.

You may also unsubscribe from our list by following the unsubscribe link in each communication. Our lawful basis for processing your personal data for marketing purposes is your specific consent to receiving these communications.

You have the rights to access your personal data, to ask us to correct any inaccuracies or to erase your data or to ask us to stop using your data by contacting us at [igdisclosures@britishcouncil.org](mailto:igdisclosures@britishcouncil.org). If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For more information please refer to our corporate website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office.