

For Office Use only:

Student ID:	
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Personal Details:

Surname:		First Name:	
Sex (male/female):		Date of Birth:	
Have you attended English courses before? If yes, where?		Where did you hear about our courses?	

Details of Parent / Guardian responsible for the payment of fees:

Name of Parent/Guardian	
Address:	
Home phone:	
Mobile:	
Email:	

Do you wish to inform the British Council about any other circumstances (e.g. allergic conditions, medications, special needs):

Yes No

For Office Use only: Placement Test Results

Teacher Name:		Date:	
Test:	Written test score:	Spoken test level:	Recommended level:

Young Learners	Please tick recommended level
Learning Time with Timmy 1	
Learning Time with Timmy 2	
Primary Plus 1	
Primary Plus 2	
Primary Plus 3	
Primary Plus 4	
Primary Plus 5	
Primary Plus 6	
Lower Secondary Plus 1	
Lower Secondary Plus 2	
Lower Secondary Plus 3	
Upper Secondary Plus 1	
Upper Secondary Plus 2	
Upper Secondary Plus 3	
Upper Secondary Plus 4	

Basic data protection information

Data Controller: British Council, 17 Filikis Etaireias Square, 10673, +30210369 2333, customerservices@britishcouncil.gr
Purpose of the processing: administrative and academic course management, gathering customer feedback and electronic marketing of similar products and services.
Lawful basis: performance of a contract and consent for health-related data
Recipients: British Council and Data Processors
Your rights: You can exercise your rights by contacting us at IGDisclosures@britishcouncil.org
More detailed information about how we process your personal data is available at www.britishcouncil.org/privacy

- Please tick if **you do not wish** to receive promotional information about British Council products, services or cultural activities by electronic media
- Please tick if **you agree** to our processing of your health data, should you wish to provide us with information about the medical condition of the student so that we can take into account the specific learning needs. We remind you of the voluntary nature of giving us this information; you have the right to withdraw your consent at any time.

Additional data protection information

The Controller of this data processing activity is the British Council 17 Filikis Etaireias Square, 10673, +30210369 2333, customerservices@britishcouncil.gr.

We process your data for the following purposes:

To carry out teaching activities which may include: using personal data (student image and voice) during the real time broadcasting of online classes through the British Council learning hub; using student photographs and audio or video recordings as academic support; connecting with British Council students from other countries, sharing their work and class recordings for the purposes of the course and to support academic training for British Council staff; connecting with British Council students from other countries, sharing their work and class recording to learn about other cultures; use of the learning hub, including discussion forums and portfolios. Personal data collected and shared through and for the purpose of the learning activities described above will only be retained as long as necessary, for the purposes it was collected and for the duration of your relationship with us. Our lawful basis for all course-related administrative and teaching activities is the performance of a contract for the provision of our services. Consent can be withdrawn by contacting your local British Council Customer Service team.

To take into account special learning or health needs. The student, or the parent of a student under 18 years old, can provide on a totally voluntary basis, information about the medical condition of the student, that will allow us to take into account the specific learning needs of the student, or provide a better service, e.g. should dietary requirements need to be considered. We shall keep this information while the contractual relationship is in effect.

To gather customer feedback about contracted products; to send electronic marketing communications about similar British Council products, services and activities based on your consent. We shall keep data for these purposes while the data subject does not exercise their wish to object to such processing or requests to be unsubscribed from receiving promotional communications.

Consent for the collection and processing of the students photos and videos

The British Council and SCBS will process image data (in photographs/videos) of the students registered for the contracted course for the purposes of promoting British Council activities. This may include placing your photograph in our publications, on our web sites and in our promotional materials or other related School & British Council events, through the school's and BC's website or the social networks. Parents/guardians are free to withdraw all or any of the declarations of consent stated below at any time.

I consent for my child to appear in photographs and videos taken during the contracted course for the purposes detailed above, as regards each of the following media:

Post on British Council & School's Website	YES	NO
Post on British Council & School's Facebook page	YES	NO

We shall keep data for these purposes for five (5) years upon the end of our contractual relationship.

What is the legitimate basis for our processing of your data

The course administration and teaching activities are legitimised by the performance of a contract for the provision of services in combination with Law 2251/1994 for the Consumers Protection as in force and codified by the Ministerial Decision No 5338/2018. Not providing any of the requested personal data may affect the timely delivery of the services with the required

accuracy and efficiency. Processing information about special educational needs and specific health requirements so that we can deliver a better targeted service is legitimised by the specific consent of the student, or their parent if the student is under 18 years old. Communications to the client related with the contracted course are legitimised by the performance of a contract. Our clients include: adult students; parents of young learner students; employers of adult students granting professional development to their employees.

Customer feedback and marketing communications on similar products and services are legitimised by the performance of a contract and the exemption allowed in article 11 of Law 3471/2006, as currently in force.

Recipients of your personal data:

Social services where referral is required for child protection cases.

British Council main establishment, for purposes exclusively related with our activity.

Third parties providing services related with administrative processes and teaching activities (admissions, registration and information management systems, financial management), with global contracts as Data Processors. In this context, we shall also pass personal data on to EtonX Limited (Trading as EtonX) for you and your child/children to access the British Council learning hub and the online materials that are part of the course. Third party providing services related with surveys on contracted services, with global contract as service provider.

International transfers

Service provider for electronic communications: **Campaign Monitor**, with signed EU Commission’s Model Clauses.

Your rights over our processing of your personal data:

You have the right to access your personal data; to request the rectification of inaccurate data or, if appropriate, to request their erasure when the data are no longer necessary for the purposes for which they were collected. In certain circumstances, you may request the restriction of processing or object to the processing of your data. In these cases we shall only keep them to defend any claims. You are also entitled to withdrawing your consent at any time for any of the purposes for which you were asked to provide your consent, taking into account that this shall not affect the legitimization of the processing that was based on your consent, prior to your withdrawal. You can exercise your rights by contacting us at IGDisclosures@britishcouncil.org, including identification documentation. We have thirty days to address and answer your request, from the date your request is received. Furthermore, you are entitled to file a complaint before the Hellenic Data Protection Authority (www.dpa.gr).

Signed.....

Date.....

You can sign the registration card electronically and send it to us by email or print it, sign it and then scan it and send it to us by email.

Below you can find guidelines on how to sign the registration card electronically in 2 steps.

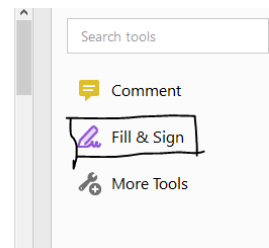
1. Click on ‘Fill & Sign’. Then click ‘Sign yourself > Add Signature.’



Registration Card

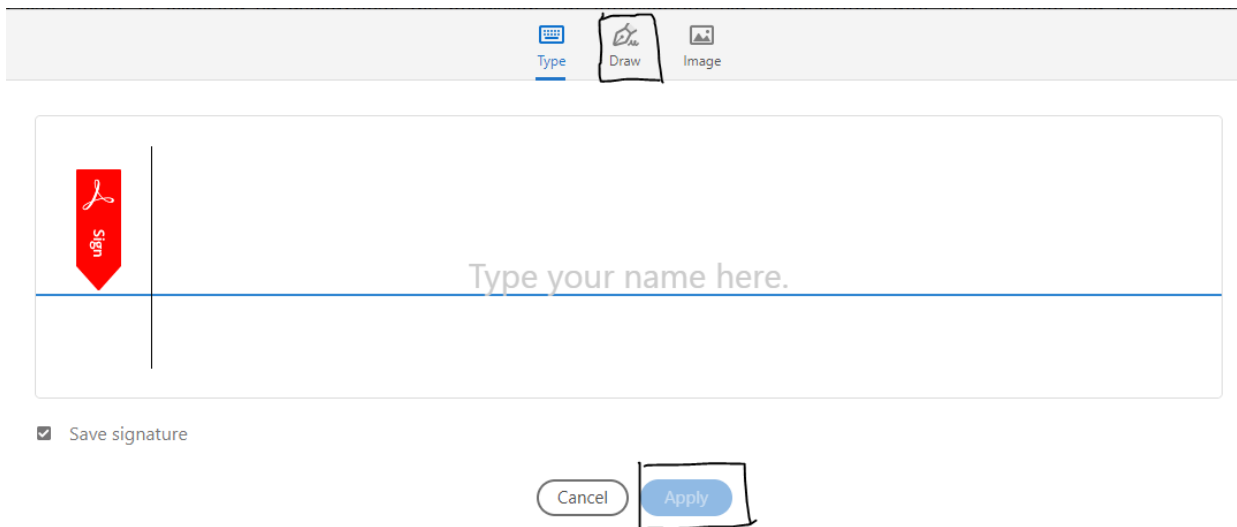
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2. Click on 'Draw' and draw your signature. Then click on 'Apply' and drag your signature in the 'Signed' field you will find in the last page of this file.



3. To fill the 'Date' field, you click again on 'Fill & Sign', you then click on the 'Date' field and start typing.

