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## Aim

To agree and consistently apply policies for document verification that help protect the integrity of British education. This is achieved by ensuring that forged documents and documents issued by bodies not having recognised academic or professional status are not endorsed by the British Council.

## A. Policies

### PRIVACY NOTICE

The British Council will use the personal information you are providing in connection with processing your application for the verification and translation of the submitted educational documents. Our legal basis for processing your data is in agreement with our terms and conditions of application (contract). We will share your data with the British educational institutions referred to in your submitted documents for the purposes of verification. We will keep a record of your contact details and translations of the submitted documents for six years upon the conclusion of the present agreement. The British Council in Greece complies with the provisions of the General Data Protection Regulation (EU) 2016/679 (GDPR) and data protection legislation in Greece. You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information. If you wish to exercise any of the above rights, you can contact the British Council at the following email address: [IGDisclosures@britishcouncil.org](mailto:IGDisclosures@britishcouncil.org) code Document Services. If you have concerns about how we have used your personal information, you also have the right to complain to the Hellenic Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)). For detailed information, please refer to our website [www.britishcouncil.gr/en/privacy-and-terms](http://www.britishcouncil.gr/en/privacy-and-terms) or contact the British Council in Greece.

### Consent from the document holder

We will need to send electronic or faxed copies of your submitted documents to the issuing bodies to verify their content. For that reason your written consent is required to be sent to the awarding institution. We have therefore developed a consent form for verifications to be filled in and duly signed by you, the document holder (Appendix 1).

## B. Process

We can verify:

- Documents issued by UK bodies and relating to UK education. Documents from Greek, or other non-British bodies, cannot be verified.
- Documents from UK bodies that have official or recognised academic or professional status in the UK.

The status of the UK issuing body and/or award may be further investigated as appropriate.

In certain cases, we will require your original documents to provide this service. We will hold these securely until the service is complete and the documents will be returned to you. Please note that the British Council uses its best endeavours to ensure the safety of the documents and data submitted to it by its customers, however, it does not accept any responsibility for any loss or damage to such documents or data resulting from natural disasters, acts of God or any other cause beyond its reasonable control. Therefore, customers should at all times maintain adequate copies of the documents and data submitted to the British Council.

Original documents are carefully scrutinised for signs of possible forgery in the paper quality, logo, watermark, stamp (including absence of), layout and typing conventions, typeface, style of English, signature (including absence of) and in the presence of anomalous facts e.g. in the stated course duration etc.

Please note: The Foreign and Commonwealth Office (FCO) will require the submission of original documents (including degree certificates) for legalisation purposes. The British Council will ask customers intending to submit documents verified by the British Council to the FCO to sign a consent form whereby they authorise the British Council to stamp their original documents (Appendix 2).

## **C. Indicative list of accredited institutions in the UK**

We can verify documents issued by the bodies included in the following registers:

The Department for Education's register of educational establishments in England and Wales:  
[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

Official database for primary, secondary and special needs schools:  
[www.gov.uk/find-school-in-england](http://www.gov.uk/find-school-in-england)

Register of Regulated Qualifications:  
[www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

Higher learning institutions officially recognised in the UK:  
[www.gov.uk/check-a-university-is-officially-recognised/overview](http://www.gov.uk/check-a-university-is-officially-recognised/overview)

The Register of Regulated Qualifications contains details of Recognised Awarding Organisations and Regulated Qualifications in England (Ofqual), Wales (Welsh Government) and Northern Ireland (Ofqual for vocational qualifications and CCEA Accreditation for all other qualifications):  
<http://register.ofqual.gov.uk>

National Health Service (NHS) hospitals for professional attachments and training:  
[www.nhs.uk/ServiceDirectories/Pages/OtherListing.aspx](http://www.nhs.uk/ServiceDirectories/Pages/OtherListing.aspx)

British Council Greece  
March 2020

**If you would prefer a copy of this document in large print, we will be happy to provide one.**

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**APPENDIX 1**

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**Privacy Notice – Consent for Verification of qualifications**

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The British Council will share a copy of the submitted degree(s)/certificate(s) with your University/Board in order to verify the qualification.

Your university may require evidence that you have given your consent to this disclosure.

**By signing this form, you grant consent to British Council and the University/Board to access and disclose your academic records for the purpose of verification, preceding the attestation of the submitted degree(s)/certificate(s).**

Please confirm the following information:

<b>Name</b>	
<b>Date of Birth</b>	
<b>Degree Title</b>	
<b>Session</b>	
<b>University/Board</b>	

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The British Council will share your data with the British educational institutions referred to in your submitted documents for the purposes of verification.

The British Council will keep a record of your contact details and translations of the submitted documents for six years upon the conclusion of the present agreement.

The British Council complies with the provisions of the General Data Protection Regulation (EU) 2016/679 (GDPR) and data protection legislation in Greece.

You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information. If you wish to exercise any of the above rights, you can contact the British Council at the following email address: [IGDisclosures@britishcouncil.org](mailto:IGDisclosures@britishcouncil.org) code Document Services. If you have concerns about how we have used your personal information, you also have the right to complain to the Hellenic Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)).

For detailed information, please refer to our website [www.britishcouncil.gr/en/privacy-and-terms](http://www.britishcouncil.gr/en/privacy-and-terms) or contact the British Council in Greece.

Having read and understood the above said I solemnly declare that the above stated are true and accurate and I agree to the British Council accessing my academic information kept by the above-mentioned UK educational institution(s) and I also consent to the above UK educational institution(s) disclosing this information to the British Council.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**APPENDIX 2**

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**Consent to Stamp Original Documents**

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I, the undersigned, [Name] \_\_\_\_\_  
give my consent to the BRITISH COUNCIL to stamp the original degree certificate(s) as follows:

1. Degree certificate: \_\_\_\_\_

Issued by: \_\_\_\_\_

2. Degree certificate: \_\_\_\_\_

Issued by: \_\_\_\_\_

3. Degree certificate: \_\_\_\_\_

Issued by: \_\_\_\_\_

which will be submitted to FCO, UK for legalisation purposes.

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<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	