

# CAMBRIDGE ENGLISH EXAMINATIONS SCHOOLS REGISTRATION FORM

School British Council Unique Number SC ____ - _____		Registered School Name:			AΦM:		
Address				Post Code		ΔOY:	
Telephone		Mobile		Fax		E-mail	@

**Please complete a separate application for each level.**

- Tick ✓ the appropriate box with the date and examination of your choice.
- Please fill in candidate names in CAPITAL LETTERS (as they appear on the candidate's ID or passport).

- The British Council will consider the date and level of examination that you indicate in the table below as final. Changes in dates or examination levels will not be accepted after the end of the registration period.

**Paper-based Exams**

Level	Exam Session			
<b>A2 Key (for Schools)</b>	__ March 20__	__ May 20__	__ June 20__	__ December 20__
<b>B1 Preliminary (for Schools)</b>	__ March 20__	__ May 20__	__ June 20__	__ December 20__
<b>B2 Fist (for Schools)</b>		__ May 20__	__ June 20__	__ December 20__
<b>C1 Advanced**</b>		__ May 20__	__ June 20__	__ December 20__
<b>C2 Proficiency**</b>		__ May 20__	__ June 20__	__ December 20__

**Digital Exams**

Level	Exam date
<b>Digital A2 Key (for Schools)</b>	____ / ____ / ____
<b>Digital B1 Preliminary (for Schools)</b>	____ / ____ / ____
<b>Digital B2 Fist (for Schools)</b>	____ / ____ / ____
<b>Digital C1 Advanced**</b>	____ / ____ / ____
<b>Digital C2 Proficiency**</b>	____ / ____ / ____

\* Please visit [www.britishcouncil.gr](http://www.britishcouncil.gr) to find a date for your computer-based examination and indicate it on the table.

\*\*\* For special arrangements requests, please send us the relevant documents BEFORE the end of the registration deadline.

\*\* Please send us the "Test Day Photography Acknowledgement Forms" along with your CAE and CPE registrations.

<b>Pre-A1 Starters</b>	Date: ____ / ____ / ____	<b>A1 Movers</b>	Date: ____ / ____ / ____	<b>A2 Flyers</b>	Date: ____ / ____ / ____
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**ATTENTION:** Please tick ✓ the box of your preference if you would like to receive:

An invoice in the name of the school or

A receipt for each candidate\*

\* Receipt for each candidate cannot be issued to members of the Advantage<sup>©</sup> programme who receive a contribution to their administrative costs.

No.	First Name	Father's Name	Family Name	Date of Birth			RESIT (YES/NO)
				Day	Month	Year	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Test day photos are **mandatory** for C1 Advanced and C2 Proficiency candidates. Parents of candidates under 18 years must consent to the photo taking.

## CANDIDATE PRIVACY NOTICE

The present privacy notice is intended to inform you, the candidate or the parents/guardian of the candidate under 18, about the processing of personal data, on behalf of the British Council and the examination boards or examining bodies within the context of the administration of either paper-based or computer-based exams in Greece and in agreement with the provisions of the General Data Protection Regulation (EU 2016/679) (G.D.P.R.) and the valid Greek legislation.

### Data protection information

Please tick if **you wish** to receive promotional information about British Council products, services or cultural activities by email.

Please tick if **you agree** to us processing of your health data, in case you need us to make special arrangements relating to your exams; you have the right to withdraw your consent at any time.

### Categories of Personal Data to be processed

The processing (collection, use and storage) of personal data includes all data regarding the candidates and in the case of candidates under 18, their parents/guardians data upon the submission of their registration form, and more specifically the following categories:

- identity data: first name, father's name, family name, date of birth, gender;
- contact data including home/work postal address, email address, phone and mobile number;
- health data if special arrangements are requested;
- passport style photograph taken on the exam day for specific exams as required per examination boards regulations, on the condition that the parents/guardians have given their written acknowledgement on the Test Day Photography Acknowledgement Form.

### We process your data for the following purposes:

For the **administration** of your examination, which includes: a) registration, b) fees payment, c) verification of the candidate's identity, d) report, investigation and appropriate action taken in relation to malpractice and other issues in relation to the examinations, e) running the administrative systems used to support the delivery of the examinations, f) provision to the examination boards and

examining bodies of candidate's special arrangements requests, g) submission to the examination boards and examining bodies of passport style photographs, for verification purposes, if applicable, h) access to the British Council online portal(s) to receive exam related information, i) communications with the candidate (or their parents if the candidate is under 18) for examination related matters.

To take into account **health data** that will allow us to make special arrangements, if requested.

To gather **customer feedback** about contracted services; to send electronic **marketing communications** about 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.

### What is the legitimate basis for our processing of your data:

The examination administration is legitimised by the performance of a test 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 affects the timely delivery of the services with the required accuracy and efficiency. Processing health or other special category personal data is legitimised by the specified, explicit and legitimate consent of the candidate, or their parent if the candidate is under 18. Communications to the client related with the examination are legitimised by the performance of a contract for the provision of services. Our clients include: adult candidates; parent/guardian of candidates under 18; schools. 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

British Council and examination boards or examining bodies and other affiliated businesses and organisations which are owned by them, for purposes exclusively related to the proper administration of the examinations;

Third parties that represent us (such as venue staff, examiners, invigilators, supervisors) with written contracts as Data Processors

subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing;

Third parties providing services on our behalf related to administrative processes (admissions, registration and information management systems, financial management) with written contracts as Data Processors, subject to the requirements of confidentiality, and only to the extent required for them to perform their specific duties and fulfil the above-mentioned purposes of processing.

### International transfers

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

### Retention period for personal data

The personal data submitted by the candidates or parents/guardians of candidates under 18 will be stored for two (2) years following the end of the examination, and, if deemed necessary, for as long as required in order to potentially resolve any judicial and/or extra-judicial disputes, including mediation, always on the condition that there is no otherwise provided by law.

**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](mailto:IGDisclosures@britishcouncil.org). 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](http://www.dpa.gr)).

### Disclaimer

The British Council and the examining boards take all reasonable steps to provide continuity of service. We believe you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

**\* I request that these candidates be registered for the session and examination I have specified above. I undertake on their behalf to read and agree to the Candidate Privacy Notice of the British Council and the Candidate Privacy Policy by Cambridge Assessment English and to comply with the exams Terms and Conditions. For detailed information, please refer to our website, <https://www.britishcouncil.gr/en/exam/cambridge/register>**

<b>Name of Administrator</b>	<b>Signature/ Stamp</b>	<b>Date</b>	<b>__/__/20__</b>
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Please pay by direct deposit in the British Council account at Alpha Bank. Alpha Bank Account number 11 500 200 201 89 08 (IBAN: GR05 0140 1150 1150 0200 2018 908). Please quote the name of your school in the «απολογία» field on the deposit slip.

Please send your completed form along with the bank deposit slip to: British Council, 17 Kolonaki Square, 106 73 Athens

## Contact us

801 500 3692 or 210 369 2333 | (Monday-Friday 0800-1700) | [customerservices@britishcouncil.gr](mailto:customerservices@britishcouncil.gr)

[www.britishcouncil.gr](http://www.britishcouncil.gr)

