



**Privacy Notice**

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application.

We may need to pass this information on to the relevant examining body.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

<b>Candidate Signature</b>		<b>Date</b>	
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**Office Use Only****Document Check List**

Document Type (√)	IELTS - EOR	CAE - Stage 1	CAE - Stage 2	Schools - Stage 1	Schools - Stage 2	Prof/ Uni
BC Local Refund Form						
Exam Board Refund Form						
Copy of Payment Receipt				<i>pvt only</i>	<i>pvt only</i>	
Medical Report						
Copy of Statement of Entry						<i>if any</i>
Consent Letter from the School (EDX & CAIE - School Candidates only)				<i>schools only</i>	<i>schools only</i>	<i>letter from uni or candidate</i>
Copy of bank passbook/ statement details page						
Other						

*specify document*

<b>CSO Signature</b>		<b>Date</b>	
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