

To be completed by the applicant

Please complete the form in **CAPITAL LETTERS**.

Name of the applicant \_\_\_\_\_

Type of document (e.g. Diploma / Transcript) \_\_\_\_\_

Number of copies per document, to be certified \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone number \_\_\_\_\_

Signature (in presence of British Council staff) \_\_\_\_\_

Date \_\_\_\_\_

Agree to the British Council's **Data Protection for Certification service**:

**Privacy notice**

**Purpose and legal basis**

The British Council will use the data you provide to process your application for certification of documents submitted. Our legal basis for processing your data is the performance of a service contract, see [www.britishcouncil.ro/en/study-uk/certification](http://www.britishcouncil.ro/en/study-uk/certification).

**Data sharing**

We will share your data with the UK educational institutions/UK examination bodies mentioned in the submitted documents for the purpose of verification.

**Data retention**

We will keep a record of your contact details and a copy of the submitted documents for a period of ten (10) years from the agreed date of delivery of the documents.

**Data protection**

The 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 corporate website at [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact the British Council in Romania.

*To be completed by British Council staff:*

Date	Name	Signature