

Candidate Consent

The British Council has appointed a third-party Background Screening Service Provider, First Advantage Background Services Corp., First Advantage Europe Limited & its Affiliated Background Screening Entities (“First Advantage”), headquartered at 1 Concourse Parkway, NE, Suite 200, Atlanta, GA 30328, to process certain personal information relating to you in connection with your application for employment with the British Council.

The following checks give an indication of the checks that are likely to be carried out and processed by First Advantage (all checks listed below may not be applicable to you, this is dependent on country specific regulation and level of screening governed by British Council’s PAS Policy) on behalf of the British Council, strictly for Background Screening purposes in relation to the offer of employment made.

Identity and Right to Work verification, Credit and Address verification, Employment verification, Education verification, Professional Qualification verification, Character References, Gap analysis, Directorship check, Media check, Sanction Screening and Criminal Record Check, as permitted by law.

Privacy

The British Council and First Advantage will use the information that you are providing for the sole purpose of vetting employment and conducting a background check to determine your eligibility for employment with, or retention with, the British Council. The legal basis for processing your information is our conditional offer of a contract of employment.

The background check will be conducted by the British Council’s background screening vendor, First Advantage and/or its affiliates. During the background check process First Advantage may disclose your personal data to affiliates and/or sub-processors to assist with the checks. During the background check process your personal data may be disclosed to law enforcement and governmental agencies to check for civil and criminal records, as permitted by law. Sources of information used during the vetting process may include governmental authorities and third-parties, such as prior employers and educational institutions you attended, previous directorships, professional qualifications or certifications, verification of your education or employment history, social media checks and other checks, as permitted by law.

When the background check is complete a report will be provided by First Advantage to the British Council. This report may contain information regarding your credit history, criminal history, public records or registry information.

As your employment or retention with the British Council may be dependent upon a successful background check you must provide us with the personal data requested during the vetting process. Failure to do so may result in the removal of an offer of employment.

Your personal data may be transferred outside the European Union (EU), including to the United States. If to the United States such onward transfers of personal data will be consistent with the EU-U.S. Privacy Shield principles and the Swiss-U.S. Privacy Shield principles.

The British Council and First Advantage comply with data protection laws 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 the British Council’s website www.britishcouncil.org/privacy or to view First Advantage’s European Union privacy policy visit <https://fadv.com/privacy-policy.aspx> you may also contact your local British Council office.

Data Retention

First Advantage as a service provider, will keep your personal information for a period of two (2) years and or this will be retained in accordance with the applicable law of the country of the job location.

The British Council will keep your personal information in accordance with our corporate retention schedule and statutory obligations. For further information on how long we retain your information for, please contact <https://www.britishcouncil.org/privacy-cookies/data-protection>

Consent

The British Council maintains the right to conduct Background Screening Check as a condition of employment/Retention and failure to agree to such may result in not being hired or employment being terminated.

By signing below, you acknowledge that you have read and understood this form. By signing below, you freely consent to the processing of your personal data for the purpose stated in this form.

Signature

Print Name

Date