Consent Form -   
Study Abroad Mentoring Programme

**Safeguarding under 18s**

The British Council is the United Kingdom’s international organisation for cultural relations and educational opportunities.

We believe that safeguarding under 18s requires everyone to take responsibility and that **every child matters**. We recognise that the care, protection and welfare of children is paramount and that all children have the right to be protected from all types of harm. We also recognise that we have a fundamental duty of care towards all children where our programmes and operations facilitate contact with children, or have an impact on children. This includes a duty to protect children from harm or risk of harm as a result of:

* misconduct by our staff or partners
* poor practice
* the poor design or delivery of our programmes and operations.

We aim to achieve this through compliance with UK child protection laws and the relevant laws in each of the countries where we operate and by adhering to Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) 1989. A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where the child is, or in their home country.  
  
**Safeguarding Policy**To view our full Safeguarding Policy please visit <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>. All of our partners involved are informed of our Safeguarding Policy and guidelines to raise awareness. If you have any questions or want to raise a concern, please contact our Safeguarding Focal Point: Struan Campbell ([struan.campbell@britishcouncil.nl](mailto:struan.campbell@britishcouncil.nl)).  
  
**Parental consent for taking part in the Study Abroad Mentoring Programme**

**Please read this form carefully.**

The British Council is the Controller of the information that you provide for the purpose of processing your and your child’s personal information required for your child’s application to **the Study Abroad Mentoring Programme**. This means that the British Council is responsible for determining how your and your child’s information is collected and used.

The programme offers online mentoring sessions with a trained Mentor to pupils and students who are considering studying abroad. The mentoring sessions will be held on a safe closed online platform (Mentorink). Personal contact details, including phone numbers and email addresses, will not be shared with Mentors. Mentors and Mentees will only be able to contact each other via the platform. Any interaction on the platform can be monitored by the British Council.   
  
With the parent’s consent, the Mentee will be able to:  
  
- Look for a Mentor on the British Council mentoring online platform. Mentors and Mentees can see each other’s names when the British Council creates a match.

- Set up one-to-one online mentoring sessions with a Mentor.

- Get invited to relevant British Council events.  
  
Collection of information about **your child’s special medical needs, disabilities or accessibility requirements** is **optional**, and the British Council does it to ensure the Mentoring Programme is adjusted to your needs, in line with the British Council’s global Policy and Standards on Equality, Diversity and Inclusion.

In case of any questions about the [Study Abroad Mentoring Programme](https://www.britishcouncil.nl/study-abroad-mentoring-programme) please contact Anna Devi Markus, Project Manager, British Council on [annadevi.markus@britishcouncil.nl](mailto:annadevi.markus@britishcouncil.nl).

The legal basis for processing your and your child’s personal data for these purposes is your consent and for participants satisfaction surveys British Council’s legitimate interest. You have the right to withdraw your consent at any time by following the unsubscribe link in the email or contacting [annadevi.markus@britishcouncil.nl](mailto:annadevi.markus@britishcouncil.nl).

For these purposes, British Council will share your and your child’s personal information with following organisations that are acting as Processors:

- **Mentorink**, platform provider, [Privacy Policy - Mentorink Platform](https://www.mentorink.com/privacy-policy/)

- British Council corporate accounts for **Microsoft Office 365 Products,** used for communication, <https://privacy.microsoft.com/en-us/privacystatement> ,

And your and your child’s personal information will be securely transferred and stored in the following locations: Netherlands, UK, EU (Microsoft Data Centre), Germany and Ireland (Mentorink Data Centres).   
  
The British Council will keep personal information of you and your child related to participation in this programme for 7 years, satisfaction surveys for 4 years after the end of the activity and for your child’s profile on the Mentorink platform until you revoke your consent. You and your child may want to keep your child’s profile open in order to register for some other British Council programme.  
  
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 further detailed information about your rights, how to raise complain and how the British Council processes personal information, please refer to the Privacy Policy at the British Council’s website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact the British Council at [annadevi.markus@britishcouncil.nl](mailto:annadevi.markus@britishcouncil.nl).

**Mentee details**



|  |
| --- |
| Name |
| Email |
| Event/project/activity: Study Abroad Mentoring Programme |

|  |  |
| --- | --- |
| **By signing this consent form, I agree to the terms set out above.** | |
| **Signature** | **Date** |

**Parent/legal guardian details**

|  |  |
| --- | --- |
| **IMPORTANT: TO BE COMPLETED WHERE THE MENTEES IS UNDER THE AGE OF 18**  As the mentees parent / legal guardian, I agree for my child to take part in the Study Abroad Mentoring Programme and to the appurtenant terms set out in this Consent Form.  **Name of parent / legal guardian** | |
| **Signature** | **Date** |
| **Tel.** | **Email** |

## Please complete, sign and return this form to [annadevi.markus@britishcouncil.nl](mailto:annadevi.markus@britishcouncil.nl).