# GROUP VISIT REQUESt FORM MADRID

## **British Education Fair 2019**

Please complete this form, sign it and return to [raquel.fernandezmontes@britishcouncil.org](mailto:raquel.fernandezmontes@britishcouncil.org)

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| **Name of school** |  |
| **Name of staff member** |  |
| **E-mail** |  |
| **Mobile phone number** |  |
| **Number pupils in group** |  |
| **Year group** |  |
| **Preferred date and time for visit (please tick)**  We will try and allocate your preferred time but will work on a first come first served basis | Wednesday 16 □   |  |  |  |  | | --- | --- | --- | --- | | **11:00** |  | **16:00** |  | | **11:30** |  | **16:30** |  | | **12:00** |  | **17:00** |  | | **12:30** |  | **17:30** |  | | **13:00** |  | **18:00** |  |   Time:  Thursday 17 □   |  |  | | --- | --- | | **10:00** |  | | **10:30** |  | | **11:00** |  | | **11:30** |  | | **12:00** |  |   Time: |
| **Any other comments** |  |

## **Child Protection Information**

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

The British Council will operate a help desk at the Education Fair on 16 and 17 of October. We ask that schools ensure that all young people attending the fair are aware that they can contact the staff at the help desk at any time.

Schools must accept responsibility for the safety, well-being and good conduct of their students at all time. All students under the age of eighteen should have authorization from parents / guardians to attend.

During the event there may be media and official British Council photographers. If anyone from your group does not wish to be recorded or photographed please contact staff at the British Council help desk on arrival.

**Data Protection Notice**

British Council (Delegación en España de la Fundación British Council; CIF: W0061076F. Pº General Martínez Campos, 31. 28010 Madrid Tel.: 913373500) will process your personal data for the purpose of organizing this event, based on your specific consent by freely registering to our Education Fair. We will keep your data for one year after the conference date. We will not disclose your data to third parties for commercial or other reasons.

You can exercise your rights by contacting us at [data.protection@britishcouncil.es](mailto:data.protection@britishcouncil.es) including some ID verification. For more information, please refer to the [privacy section](https://www.britishcouncil.es/en/privacy-cookies/privacy-notice) on our website

By signing this form you authorise the British Council to process your data in the terms established in this notice.

**Signed:**

**Print name:**

**Date:**