

Privacy Notice

This document

This Privacy Notice provides information on the data processing activities of the British Council Pay by Link payment solution. You will find information concerning the collection, use and disclosure of the personal data you provide.

For the purposes of this activity:

The Data Controller is
The British Council
Bridgewater House, 58 Whitworth Street, Manchester

Purpose

The British Council will use information provided by you exclusively to set up, process and follow up on matters concerning payment for the English Language Learning product acquired.
The data provided will not be used for any other activities, including marketing.

Legal basis for data processing

The legal basis for processing your information is that it is necessary in order to provide the service contracted.

Information we collect about you

Data we collect:

No additional data is collected by British Council in relation to your payment. For processing, your email address, internal customer ID, and agreed Payment amounts and dates are passed to our internal payment platform from our registration database.

You may request the change or update to this information by contacting our customer services team at **XXXX**

Data you provide:

The data collected at payment stage is submitted by you and this data is not accessible to the British Council outside its use for processing payment

- Name on Card
- Address associated with card
- Card number
- Card validity
- CSV code

Other Data

Necessary to the payment processing activity, the payment platform may process additional data, for example cookies and IP addresses.

How we manage your data

Data Sharing

Your data will not be disclosed to or shared with any third parties. external to the data processing activity described above, for which the British Council is the data controller and NPP the data processor.

The data processor will operate under our instructions and will access the data only to the minimum extent required for performing the contracted services on our behalf, and will ensure organizational, technical and administrative measures to protect the data provided.

Data transfers

the provision of this service does not entail the transfer of any data outside of the European Economic Area.

Retention

The information provided by you will be kept for a period of 7 years from the time of collection.

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, to ask us to correct any inaccuracies in that information and to ask us to delete your information or stop using it, through a contact to igdisclosures@britishcouncil.org.

If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator in your country.

Please check our website at www.britishcouncil.org/privacy or contact your local British Council office.