



ITV Jobs Privacy Notice

Introduction

Your information is very important to us and we look after it carefully in line with privacy and data protection laws, including the General Data Protection Regulation and the Data Protection Act 2018. We've set out below in more detail on what information we collect about you, how we use that information and your rights as a data subject.

In particular this Privacy Notice describes the categories of personal information we may process, how your personal information may be processed and how your privacy is safeguarded in the course of our relationship with you. It is intended to comply with our obligations to provide you with information about our processing of your personal information under privacy laws. It does not form part of any contract between us and you.

We may update this Privacy Notice periodically, so it's a good idea to come back and read through again, from time to time.

This Privacy Notice applies to people that have visited www.itvjobs.com, applied for specific roles and schemes or registered interest in future roles with ITV.

We are committed to protecting the security of the personal information you share with us. In support of this commitment, we have implemented appropriate technical, physical and organisational measures to ensure a level of security appropriate to the risk.

More detail:

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Who is the data controller of my personal information?

ITV is an integrated producer-broadcaster, operating globally across a number of companies owned by ITV plc ("the Company"). Any reference in this privacy notice to "we", "us" and "our" is therefore a reference to the [ITV plc group of companies](#). The Company (or the relevant associated company of the Company identified in your employment contract and/or a job advert) will be the data controller of your personal information.

In addition, where the processing of personal information is undertaken by other associated companies of the Company for their own independent purposes, these associated companies may also be controllers of your personal information.

How do you collect personal information?

The Company collects and records your personal information from a variety of sources, but mainly directly from you. You will usually provide this information directly into our systems during the recruitment process.

In addition, further information about you may come from recruitment agencies or other third parties. For example, this may include references from a previous employer, medical reports from external professionals, tax authorities, benefit providers or where we employ a third party to carry out a background check (where permitted by applicable law).

Where we ask you to provide personal information to us on a mandatory basis, we will inform you of this at the time of collection. Failure to provide any mandatory information may mean that we are unable to proceed with your application. For example, if you do not provide us with your passport details, we may not be able to confirm that you have the Right to Work in the UK.

In some circumstances, data may be collected indirectly from monitoring devices or by other means (for example, building and location access control and monitoring systems, closed-circuit television (CCTV), telephone logs and recordings, and email and Internet access logs), if and to the extent permitted by applicable laws.

We also collect data using cookies and similar tracking technologies when you visit ITVJobs.com. For example, we collect

information about your use of our website and aggregate this with information about how others use our website. This helps us improve our website. We also use cookies to allow third party providers to show you relevant advertisements for our roles across the web. We never link or combine any of the information we collect from our cookies to your job application. For more information about what a cookie is and how it works, please read our [Cookie Policy](#).

What personal information are you processing and why?

You can create a profile on our recruitment system in order to apply for a specific role or scheme, apply to a Talent Pool Advertisement, and/or register in our database for future opportunities. In each case, we need certain personal information about you. Personal information means any information describing or relating to an identifiable individual, such as name, address, age, contact details, health data, photos for identification and promotional purposes, career history etc.

The information that we typically process about job applicants includes:

- Name and contact details
- Right to work information
- Disclosure Barring Services (DBS) checks
- Employment history, qualifications and CV
- Interview and assessment data
- Vetting and verification information
- Diversity data (such as ethnicity, disability, sexual orientation)
- Criminal record where required and subject to applicable laws.

This personal information is used to process your job application and to make a decision regarding your candidacy for a particular role, including whether to shortlist you for interview, conducting any interview and selection process and, if successful, processing an offer of employment. We may also process your personal information to send you job alerts, where you subscribe to these.

There are occasions where we receive information (your right to work, contact details & employment history) from third party suppliers such as recruitment agencies, which we will use to process your application, for a specific job.

Where you provide information identifying yourself as having a disability, as recognised under the Equality Act 2010, we will be using your information to ensure that all candidates with a disability, who meet the minimum requirements of the role, will be invited to interview in accordance with our Disability Confident status, and to make any reasonable adjustments to the recruitment process. For more information about this scheme, click [here](#).

Once you have registered your details on our recruitment system and opened a user account, you may change or update your user name and password, or any other details at any time. You should update your details as soon as possible with any changes. You can also deactivate your account from our website or withdraw your application at any stage. For any queries in relation to your account or application, please email talkingcareers@itv.com.

Information we collect on our website and our digital advertising

When you use our website, we collect certain technical information that is sent by your browser to our website. This includes information such as your IP address, browser type, operating system, language, time zone setting, access times and the website you were on before you came to our website. We use this category of information for analytics and website improvement purposes and we do not seek to identify you during this processing.

If you consent to advertising and targeting cookies, we also send some information collected via the cookies we set to our advertising partners for this purpose. We use a number of digital advertising providers to show you content across the web that we think may be of interest to you. For example, after your visit to our site we may ask our digital advertising providers to show you an advertisement for a role at ITV we think may interest you. Our digital advertising providers could be social media providers such as Facebook or LinkedIn, or search engines such as Google.

Typically, we and our digital advertising partners rely on cookies and similar technologies to perform these activities. For more information about what a cookie is and how it works, please read our [Cookie Policy](#). You can also find out more about cookies and similar technologies on the [Information Commissioner's website](http://www.ico.org.uk) (www.ico.org.uk).

Our digital advertising providers may place a pixel or tag on our website, where we allow them to. We call these 'targeting cookies'. You have control over whether to accept these targeting cookies via our consent management platform. Assuming you accept these targeting cookies, each time you interact with our website it will send a small amount of usage data about the fact that your device has been used to access our website back to the digital advertising provider. We tell our providers the types of users which we want to show an ITV advert to, for example "any device that has visited ITVJobs.com". The provider will then

assess their usage data and send an advert to those users who visited our website. We never see any of your data and are not able to identify any individuals who may see our adverts.

You can see how else the digital advertising providers may use this data and find out how you can control how they use your data in the digital advertising providers' privacy policies and terms and conditions. You can see links to these policies, the cookies and pixels that we use on the website and information on how to manage third party cookies in our [Cookie Policy](#).

There are several ways to minimise the amount of advertising you see on the internet and to opt out of any targeted advertising from ITV. Please visit our [Cookie Policy](#) for more information about how to update your cookie preferences on our website and how to update your settings with the digital advertising providers.

Lawful basis for processing

We use your information for a number of different purposes. For each different purpose, we have a "lawful basis" to use your personal information.

Generally, the processing of your personal information is necessary to enter into a contract with you, to perform any contract between you and the Company, and for compliance with legal obligations which the Company is subject to. The processing may also be necessary where we have an appropriate business need to use your personal information, where this is not overridden by your rights. This is sometimes referred to as a "legitimate interest". We may seek your consent to certain processing, for example to our use of cookies for digital advertising. Where this is the case, you have the right to withdraw your consent at any time.

[Please click here for more details of processes](#) that use your personal information, including the purpose and the lawful basis of each process.

Sensitive personal information and information about criminal offences

To the extent we are permitted to by applicable laws, we may also collect and process a limited amount of personal information falling into certain prescribed categories, sometimes called "special category" or "sensitive" personal data. This includes (but is not limited to) information relating to racial or ethnic origin, religious beliefs, physical or mental health (including details of adjustments or accommodations), and sexual orientation.

Where we use this information, we must have a specific, additional "lawful basis" for processing this information. This will generally be:

- where you have given us your explicit consent; or
- where the processing is necessary;
 - for the purposes of carrying out the obligations and exercising the rights of you or the Company in the field of employment law, social security and social protection law, to the extent permissible under applicable laws;
 - for the purposes of the assessment of your working capacity;
 - In order for the Company to comply with legal or regulatory obligations to which it is subject, for example where the individual is applying for a role as a Chaperone.
 - to protect your vital interests or of another person where you are physically or legally incapable of giving consent (for example in exceptional emergency situations, such as a medical emergency); or
 - for the establishment, exercise or defence of legal claims; or for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.

To the extent permitted by applicable laws, we may also collect and process a limited amount of personal information relating to criminal convictions and offences. For example, depending on the nature of the role for which you are applying, a criminal record check may be carried out as part of the recruitment process.

The personal information we process may include information disclosed as a result of background checks, details of any convictions and alleged offences, any court imposed sentence or unspent criminal conviction.

[Please click here for more details of processes using special categories of sensitive information and information about criminal offences](#).

Automated decision-making

We do not use any of your personal information to make automated decisions.

Who has access to my personal information?

Your personal information can be accessed by or may be disclosed within the Company on a need-to-know basis to the following (who are required to keep such information confidential):

- Human Resources team members;
- Those responsible for administering, managing or making decisions in connection with your application with the Company or involved in an HR process concerning your relationship with the Company;
- System administrators and system maintenance

Your personal information will only be shared where necessary with third parties. This may include third parties involved in the recruitment process, such as Recruitment Agencies & Psychometric Testing providers. We use certain third party service providers to perform some functions on the recruitment system (for example sending emails to you and storing your personal information needed to perform these functions and provide support).

We also provide links to third party websites or applications, widgets or RSS Feeds (for example from social media platforms such as Facebook or Twitter) which are incorporated into ITVJobs.com. These third parties may have their own privacy policies and/or terms and conditions of use. We recommend that you read these before using any such services. Also, please note that certain pages and services provided on the website are hosted, managed and operated by a third party.

Personal information may also be shared with certain interconnecting HR systems. Data contained in such systems may be accessible by providers of those systems, their associated companies and sub-contractors. In addition, we may share personal information with national authorities in order to comply with a legal obligation to which we are subject. For example, as part of imminent or pending legal proceedings or a statutory audit.

Where is my personal information transferred?

In the main your personal information is processed within the European Economic Area (EEA), however your personal information may be transferred elsewhere in the world to ITV group companies (USA, Australia & Hong Kong) or third parties as part of the recruitment process, for the purposes described in this Privacy Notice. IT maintenance and incident support for some of our systems is outsourced to a company in India.

As a result, your personal information may be transferred to countries whose data protection laws may be less stringent than EU Countries. Where this is the case, the Company will ensure that appropriate or suitable safeguards are in place to protect your personal information and that its transfer is in compliance with applicable data protection laws.

Where required by applicable data protection laws, the Company requires that service providers (including other Company associated companies) sign standard contractual clauses as approved by the European Commission or other supervisory authority with jurisdiction over the relevant Company exporter. If you would like further information regarding the steps we take to safeguard your personal information, please contact us using the details below.

How long do you keep my personal information?

We retain your personal information only so long as it is required for purposes for which it was collected, whilst keeping it as up-to-date as possible and making sure that irrelevant or excessive data is deleted or made anonymous as soon as reasonably practicable.

We keep your personal information in relation to your applicant profile for 24 months after you last access your profile, after which it is automatically deleted. We only keep information in relation to your application for the minimum periods required to complete the application process. We may also need to keep personal information (including any emails sent to and from ITV email servers) in order to comply with our legal and regulatory obligations, and so we can defend possible future legal claims. Please see the [Company's Retention Schedule](#) for further information.

What rights do I have and how can I use them?

In law you are the 'Data Subject' and you have several rights that you can exercise over your personal information.

You can contact us at myprivacy@itv.com for more information about how we process your information, including how to exercise your rights as a data subject. This is also the email address to use to contact our Data Protection Officer.

Access to my data

You can request access to a copy of the information we hold on you.

Rectifying inaccuracies

If you feel the information we hold on you is inaccurate, you can ask us to correct or update it.

Right to erasure

You can also request that we erase your information, although that might not always be possible if doing so means we cannot perform our contract with you, or we have a legal obligation or legitimate interest in keeping the information.

Restrict the processing

If you feel we are processing your information unlawfully or with inaccurate data, you can ask us to restrict processing. Where Personal Information is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims unless we have your consent. If the processing is restricted we will continue to store the information.

Object to the processing

If you disagree with any legitimate interest we have relied upon to process your data, you can object to the processing. We will then stop processing the data unless we can demonstrate a compelling legitimate ground that overrides your rights, or the processing is required to establish, exercise or defend a legal claim.

Data Portability

The data that you provided to us is portable, so you can request to receive it in a commonly used format and request that we transmit it to another data controller.

Withdraw Consent

Where we process your personal information based on your consent, you may withdraw this consent at any time.

Make a complaint

We are committed to safeguarding your information and upholding your rights. You have the right to complain to the relevant supervisory authority, which in the UK is the ICO. More information can be found on the ICO's website – <https://ico.org.uk/>

More information about ITV companies

ITV plc is registered in England (Company Number: 4967001) and its registered office is; ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE. The ITV group of companies includes, but is not limited to, the following companies that may issue you with a contract.

- **ITV Studios Limited**
Registered in England under number 3106525
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **ITV Broadcasting Ltd**
Registered in England under number 955957
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **ITV Services Limited**
Registered in England under number 229607
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **ITV Global Entertainment Ltd**
Registered in England under number 2203983
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **3sixtymedia Ltd**
Registered in England under number 2203983
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **ITV Consumer Ltd**
Registered in England under number 2937518
Registered Office: ITV plc, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE
- **Channel Television Limited**
Registered in Jersey under number 35714
Registered Office: Le Capelain House, Castle Quay, St Helier, JE2 3EH
- **UTV Limited**
Registered in Northern Ireland under number NI0004230
Registered office: Ormeau Road, Belfast, BT7 1EB, United Kingdom

ITV plc is registered with Information Commissioner's Office (ICO) as data controller (registration number: Z9182523). For more

information please visit the ICO's website www.ico.org.uk. Other companies in the ITV group are registered with ICO where necessary.

This policy was last updated on: **9 September 2020**