

Informa Applicant Privacy Notice

Thank you for showing your interest in working with us. By submitting a job application and/or providing us with your C.V. you acknowledge that you are providing us with your personal data to process in relation to the job application.

This Applicant Privacy Notice (“Notice”) is designed to explain our practices around processing the personal data of any individuals who are applying to work for Informa, whether as an employee, contractor or other worker.

It explains:

- What personal data we hold and why we process it
- Where the data comes from, who gets to see it and how long we keep it
- How to access your personal data and other rights you have
- How to contact us

This Notice applies to all global Informa employing and engaging entities. The data controller for your personal information is the Informa legal entity, which is responsible for the advertised position and to whom you address your application.

Your personal data

How we obtain it

We obtain your personal data from:

- You, as the applicant;
- Recruitment teams and agencies;
- The hiring manager; or
- LinkedIn and/or another managed service provider

Examples of your personal data that we will collect, include:

- contact details – such as name, email address, postal address and telephone number, and
- educational, employment and professional history.

Upon providing you with an offer, we may ask for:

- nationality and information on your immigration status to verify that you can lawfully work, and
- references and information to carry out background checks.

If you do not provide information that you are required to give us by statute or contract, we may decide not to employ you or to end your contract. If you have concerns about this in a particular context, you can speak to HR.

Processing sensitive personal data

We may process sensitive personal data about you, for example processing personal data relating to diversity monitoring, upon receiving your prior explicit consent. To the extent that you provide us with sensitive personal data to support your application, you agree that we may use this information in accordance with local applicable law and in line with this Notice.

How will we use it

We will use your personal data to:

- review your skills and interests,
- assess your suitability for the vacancy; and
- negotiate and make offers of employment to selected applicants.

We may process your personal data with the assistance of automated employment tools. However, we do not make decisions based solely on automated processing that produces legal or similarly significant effects as part of the processing activities covered by this Notice and all decisions include the use of human review and/or intervention.

Who will we share it with

We will only share relevant personal data with your manager, HR, recruitment team and in some circumstances, colleagues, where necessary. We may also share some of your personal data with third parties for referencing or legally required checks, however we will always notify you when we do this.

How long your personal data is kept

We will only retain personal information for as long as is necessary and as permitted by applicable laws.

We will retain personal information while we are using it, as described in the section above. We may continue to retain it after we have ceased such uses for certain legitimate business purposes. We may also continue to retain your personal information to meet our legal requirements or to defend or exercise our legal rights.

The length of time for which we will retain your personal information will depend on the purposes for which we need to retain it. After we no longer need to retain your personal information, it will be deleted or securely destroyed.

Transfers of personal data

In connection with our business and for employment, administrative, management and legal purposes, we

may transfer your personal to members of our Group in other jurisdictions where we are established, when necessary. We may also share your personal data with third party processors located in different countries, where applicable. When transferring your personal data, we will ensure that this is lawful and that there are appropriate security and contractual arrangements in place.

Your personal data rights

Informa Group operates in countries with data protection laws that provide different rights to individuals in respect of access, deletion, rectification and limiting processing of personal information. In most cases the location of the Informa Company you have made your application with, will determine the rights you are entitled to.

Informa will not discriminate against you for exercising your rights.

In order to understand your rights please refer to Annex 1.

Contacting us

For any questions about this Notice or our use of your information, you can contact our Privacy team by submitting a request [here](#)

Or write to: Data Protection Officer, Informa PLC, 5 Howick Place, London, SW1P 1WG.

We hope we will be able to resolve any privacy concerns you may have. However, you always have the right to complain to any supervisory authority or other public body with responsibility for enforcing privacy laws in your country. The contact details for the supervisory authority in the country for each Informa Controller are available from our Privacy team.

Status of this notice

This notice does not form part of employment contracts or create contractual rights or obligations. It may be amended by Informa at any time.

Annex 1 – Your data rights based on jurisdiction

Applying for a job in the EU/UK

Under the General Data Protection Regulation (GDPR), Informa will process your personal data under the legitimate interest basis in relation to human resource management including recruitment.

Informa uses the system, SmartRecruiters, to manage and store your personal data.

Members of the Informa Group of companies have entered into an intra-Group data sharing agreement, which ensures appropriate and suitable safeguards with Informa controllers/processors outside the EEA. These are in standard terms approved by the European Commission.

For legal and administrative purposes, we may transfer your personal data to members of our Group outside of the European Economic Area (EEA). We may also transfer your personal data to third party processors outside the EEA in countries which do not have data protection laws equivalent to those applicable in the EEA. These transfers are covered by model clauses approved by the European Commission.

In the UK, we are required by law to check that our employees have a right to work in the UK. As part of our recruitment process, we may request that you provide appropriate documentation to evidence your right to work in the UK. If your application is successful, we will retain a copy of your documentation in your employee file. If you are unsuccessful, your information will be retained in line with our Retention Policy.

You also have a legal right to make a subject access request. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- Giving you a description and copy of the personal data
- Telling you why we are processing it

If you make a subject access request, we may require you to provide information from which we can satisfy ourselves as to your identity.

As well as your subject access right, you may have a legal right to have your personal data rectified or erased, to object to its processing or to have its processing restricted. If you have provided us with data about yourself, for example your address, you have the right to be given the data in machine readable format. This only applies if the legal basis for processing is consent or contract.

If we have relied on consent as a ground for processing, you may withdraw consent at any time. If you do so, it will not affect the lawfulness of what we have done before you withdraw consent.

To make a request you can contact Informa's Privacy team via our online privacy form and submitting a request [here](#).

Applying for a job in the USA

You must be legally eligible for employment in the U.S. All new hires will be required to provide proof of eligibility upon hire.

You understand that if Informa makes you an offer of employment, that offer may be contingent upon satisfaction of certain criteria, including, but not limited to, successful passage of a drug and alcohol screening and/or background investigation consistent with applicable law and verification of information contained in your employment application, including satisfactory results in the verification of references. Specific post-offer preplacement criteria will be explained in the offer letter, and Informa will provide notice and obtain consent where required under applicable law.

You further understand that any false statement or omissions, incomplete and misleading statements or any misrepresentations on this application may be considered cause for dismissal, when discovered.

Applying for a job in New York City

If you apply for a job in New York City, please also read the [New York City – Automated Employment Decision](#)

Applying for a job in Canada

Our employment offers are conditional on clearing our background checks on criminal, work and education confirmation, references. Once an offer is presented, we will only rescind if the background check is not satisfactory or if we believe you have lied on your resume or digital application.

Applying for a job in Hong Kong, Singapore or UAE

You have a legal right to make a subject access request. If you exercise this right and we hold personal data about you, we are required to provide you with information on it, including:

- Giving you a description and copy of the personal data
- Telling you why we are processing it

If you make a subject access request, we may require you to provide information from which we can satisfy ourselves as to your identity.

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