

Global Applicant Privacy Statement

April 2025



Welcome to Informa Group PLC, or “Informa”. We look forward to working with you.

Informa champions specialists. Through hundreds of specialist brands and a range of products and services, we connect businesses and professionals with knowledge that helps them learn more, know more and do more.

Data and information are at the heart of what Informa does, and we take matters of data privacy seriously. We respect our relationships with customers, clients, visitors, sponsors, exhibitors, contributors, suppliers, colleagues, and **applicants** - and the trust you place in us to hold your personal data.

Informa is committed to protecting and respecting your privacy. This Global Applicant Privacy Statement (the “Statement”) describes your privacy rights in relation to the information about you that we process, as well as the steps we take to protect your privacy. Please read this Statement carefully. There is an index below so you can go straight to different sections if preferred.

Index

Introduction and Key Terms	2
What personal data does Informa collect and use?	3
Why does Informa use applicants’ personal data?	3
Does Informa share my personal data with third parties?	4
How long does Informa keep your personal data for?	5
How can you contact us?	5
How are changes to this Statement handled?	5
Annex 1 – UK/EEA resident applicants	6
Why and on which basis do we use personal data?	6
Does Informa transfer personal data outside the UK/EEA?	6
What are your rights?	7
Annex 2 – USA Resident Applicants	7
USA	7
New York	8
California	8
Annex 3 – Canada Resident Applicants	9
Annex 4 - Hong Kong, Singapore, or UAE Resident Applicants	9

Introduction and Key Terms

This Statement explains how the members of the Informa Group collect, use, and protect personal data across our brands. References to “we”, “us” or “our” are to the relevant Informa Controller processing your personal data.

Informa Group is structured into six divisions: Informa Connect, Informa Markets, Informa TechTarget, Informa Festivals, Taylor & Francis - and Global Support generally referred to as “Informa”.

Like most businesses, Informa holds and processes a range of information, some of which relates to the individuals who apply to work for us. This Statement is designed to explain the type of information we process, why we are processing it, and how that processing may affect applicants for; full-time, part-time, contractor, or any other relevant positions - referred to as “applicants”.

This Statement 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. We understand that applicable laws can vary by jurisdiction. To the extent that the provisions of this Statement are contrary to the laws of a jurisdiction, the laws of that jurisdiction will govern our processing of your personal data.

“Personal data” is sometimes referred to as “Personal information”, “Personally Identifiable Information”, or “PII”. We use the term “Personal data” in this Statement.

What personal data does Informa collect and use?

Personal data that Informa may collect about applicants includes, but is not limited to:

- Your name, date, and place of birth, contact details and qualifications (education, training courses and internships), any other information you mentioned on your application, resume or CV, interview notes, reference letters and other relevant documents.
- Relevant job or assignment details: job title, work location, hire date, employment contract.
- We also collect information for marketing purposes and analysis, including information on how you respond to email, SMS, phone, and other marketing campaigns. We will have asked you for your explicit consent before sending marketing communication via these means.
- If you contact us, in some cases we will keep a record of that correspondence.
- Feedback about you from our colleagues and third parties who you work with or for, and other appraisal information including where you give feedback on others.
- Demographic or Equality information: generally, on a voluntary basis and only to the extent permitted to do so under applicable laws.
- Details of any disabilities and any accommodations we may need to make.
- Other information you choose to share with us, for example, hobbies and social preferences.

Informa will collect and store the information set out above only to the extent it is permitted to do so under applicable laws. Informa predominantly uses the system, SmartRecruiters, to manage and store your personal data.

Informa will use the personal data that we collect primarily for the purpose of managing the recruitment process with you. In the case of sensitive personal data, we may process your information when you have given explicit consent.

Why does Informa use applicants' personal data?

Personal data that Informa usually collects about applicants includes, but is not limited to:

- To provide you with the services you expect us to, like finding you suitable jobs/assignments to apply for, review your skills and interests, assess your suitability for vacancies, negotiate offers of employment, helping you with training, or facilitating the process of applying for jobs/assignments.
- With your consent we may also use your contact data for direct marketing for example via e-mail, messaging, or telephone.
- To perform studies and statistical and analytical research, for example to compare the effectiveness of our placement of candidates between different business sectors and geographies and seek to identify factors that can influence any differences we identify.

- To transfer data to third parties, highlighted below.
- Where necessary, to comply with any legal obligation.
- Investigate or respond to incidents and complaints.
- To comply with obligations and rights and cooperate with investigations carried out by the police, government, or regulators.
- Promoting the security and protection of people, premises, systems, and assets.
- Monitoring compliance with internal policies and procedures.

Does Informa share my personal data with third parties?

Your personal data information will be seen by some managers, recruitment teams, HR and in some circumstances other relevant colleagues.

Where necessary and to the extent permitted by applicable law, we will pass your personal data outside of Informa: for example, to agencies and people you are dealing with, in the ways set out in this Statement.

- **Third-Party Service Providers:** We may provide personal data to vendors and third-party service providers that help us provide, support, and maintain our business, such as payroll providers, legal or professional advisers, financial services companies, IT suppliers, premises management companies, HR related providers and companies to undergo legally required checks. We may provide the vendors and service providers with personal data, or the vendors and service providers may collect information directly from you on our behalf.
- **Legal Requests and Investigations:** We may disclose your personal data to a law enforcement agency, or by a court order, or under the discovery process in litigation, investigations, and prosecutions or in response to requests from government agencies and/or regulators and/or tax advisers, legal advisers, accountants, financial advisers and/or any other person having appropriate legal authority or justification for receipt of the same. We may also disclose personal data to cooperate with law enforcement agencies or any of the above bodies, including but not limited to matters of national security, criminal charges, civil claims or as may otherwise be permitted by applicable law.
- **Group Companies:** We may share your personal data with our affiliates when necessary for the use or processing described in this Statement.
- **Business Transfers:** If we are involved in a merger, acquisition, spin off, divestiture, reorganisation, bankruptcy, receivership, sale of company assets, financing due diligence, or transition of service to another provider, your personal data may be shared or transferred as part of, or during negotiations of, such a transaction.
- **Protection:** We may disclose personal data when such disclosure is necessary to comply with applicable law or to enforce or apply our policies or other agreements; or protect our rights, property or safety and the rights, property and safety of staff, our customers, and/or others.

How long does Informa keep your personal data for?

We keep your personal data for the duration of your recruitment process and for a reasonable time period after that, in accordance with Informa's Record Retention Statement, and in order to respond to any enquiries, analytics, future applications or administrative matters. Our retention periods will differ based on the country the role is specified for.

We determine how long personal data is retained based on the following criteria:

- **Purpose of Collection** – We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, including compliance with legal, regulatory, and business requirements, further details on these purposes can be found in the section above.
- **Legal & Regulatory Requirements** – Certain data must be retained for specific periods to comply with employment, legal, tax, accounting, immigration and regulatory obligations. We will only retain personal information for as long as is necessary and as permitted by applicable laws. The retention period may vary depending on the type of data and applicable regulations. We may also continue to retain your personal information to meet our legal requirements or to defend or exercise our legal rights.
- **Contractual Obligations** – If data is processed as part of a contract, it will be retained for the duration of the agreement and any applicable post-contract period.
- **Operational and Business Needs** – Data may be retained to continue our operational and necessary business needs under a legitimate interest.
- **User Consent & Preferences** – Where processing is based on consent, data is kept until the individual withdraws consent or exercises their rights under data protection laws.
- **Anonymization & Deletion** – Once the retention period expires, data is securely deleted, anonymized, or aggregated to ensure it is no longer personally identifiable unless further retention is required by law.

These criteria ensure that personal data is retained responsibly, in line with best practices and regulatory obligations.

For further information on Informa's retention schedule, you can contact our Group Data Protection Officer [here](#).

How can you contact us?

If you have any questions, concerns, requests for further information regarding this Statement, or would like to contact Informa's Group Data Protection Officer, please submit a request to us [here](#).

How are changes to this Statement handled?

The terms of this Statement may change from time to time. We will publish any material changes to this Statement by contacting you using appropriate communication channels.

This Statement does not form part of any relevant contract Informa has with you and does not create contractual rights or obligations. It is not intended to create an employment relationship between us and anyone providing services to us.

Annex 1 – UK/EEA resident applicants

This UK/EEA section is a supplement to the Statement and applies only to applicants in the UK or European Economic Area.

Why and on which basis do we use personal data?

Businesses like Informa are permitted to process personal data under what are known as legal grounds. In some situations, there may be more than one ground under which data can be processed. These are summarised and further explained below.

1. Performing a contract or taking steps prior to entering a contract

When you are already working with or about to engage through Informa, our processing of personal data for all these purposes is based on processing grounds like the performance of a contract, or that we are about to enter into a contract. Your employment contract would be an example of this.

2. Compliance with legal obligations

Sometimes the processing is necessary to comply with legal or regulatory obligations. Public authorities, such as tax, finance or data protection authorities may request personal data from us and provide us with a statutory reason to disclose information about you (e.g., the prevention or detection of a crime). In these circumstances, we are forced by law to provide the authorities with your personal data.

3. Fulfilment of our legitimate interest

Processing may be necessary as a result of the legitimate interests Informa has to exercise its and its applicants' fundamental rights to run a business in a way which does not unduly affect your interests or fundamental rights and freedoms. This means that when processing is necessary for the legitimate interests of Informa, we balance your interests or fundamental rights and freedoms against our legitimate interest in processing. This ensures that we are not processing personal data in a manner that your interest and fundamental rights override our interest in such processing.

4. Consent

We may rely on consent in some circumstances such as when we are processing special categories of personal data or in a way in which we believe we would require your permission first. In such circumstances you will be notified and provided full details before any processing of personal data is undertaken. You have the right to withdraw your consent at any time. If you withdraw your consent, we will no longer process your information for the purpose you originally agreed to, unless we have another legitimate basis for doing so.

Does Informa transfer personal data outside the UK/EEA?

We are an international business and may transfer personal data outside the EEA to members of our business and processors in the US, or on rarer occasions to other jurisdictions in which we are established, where necessary and in the ways described in this Statement.

In connection with our business and for employment, administrative, management and legal purposes, we may transfer your personal data outside the EEA to members of our Group and on occasion other jurisdictions in which we are established, where necessary and in the ways set out in this Statement. We will ensure that any transfer is lawful and that there are appropriate security arrangements.

We may 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. This transfer is covered by model clauses approved by the

What are your rights?

We try to be as open as we reasonably can about the personal data that we process. If you would like specific information, just ask us.

Right to access and obtain a copy of your personal data.

You are entitled to request confirmation whether we process any of your personal data. Where this is the case, you have the right to access to your personal data and to certain information about how it is processed. In some cases, you can ask us to provide you with an electronic copy of your information. If there is a self-service system, we encourage you to access to it and update it yourself. In some limited circumstances, you also have the right to request portability of your personal data, which means, we will provide them to a third party upon your request.

Right to correct your personal data

If you can demonstrate that personal data, we hold about you is not correct, you can ask that this information is updated or otherwise corrected. If there is a self-service system, we encourage you to access to it and update it yourself.

Right to be forgotten/have personal data deleted.

If we do not need to retain or process personal data for any other reason, you can request that we stop or restrict the processing or delete some or all of your personal data.

Right to restrict

In certain circumstances, you have the right to restrict the processing of your personal data. However, in some instances such restriction of processing may limit the services that you can receive from us.

Right to object

As far as the company's processing of your data is based on the company's legitimate interest (and no other processing ground) or relates to direct marketing, you are entitled to object to the company processing your data by reference to your particular situation.

To make a request you can contact Informa's Privacy team via our online privacy form and submitting a request [here](#). When you email us to exercise your rights, the company will need you to identify yourself before actioning your request.

You have the right to lodge a complaint with the data protection authority in the place where you live or work, or in the place where you think an issue in relation to your personal data has arisen.

Annex 2 – USA Resident Applicants

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 Statement 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.

New York

If you apply for a job in New York City, please also read the New York City – Automated Employment Decision Tools (Local Law 144) Statement.

California

This section supplements the Statement and applies only to California resident applicants.

Informa collects and uses your personal data, including sensitive personal information, for human resources, employment, benefits administration, health and safety, and business-related purposes and to be in legal compliance with applicable law. We are committed to properly handling the personal information collected or processed in connection with your recruitment relationship with us.

We do not sell your personal data, including any sensitive personal information, we collect about our applicants or applicants for employment or share it with third parties for cross-context behavioral advertising. That means we do not sell, rent, or otherwise disclose your personal data in exchange for money or something else of value.

In addition to the data rights described in our global Statement above where applicable, California laws (The California Privacy Rights Act of 2020 (CPRA) amending the California Consumer Privacy Act of 2018 (CCPA) grants California residents' certain rights as set forth below:

Right to Know/Access, Correct and Delete

These rights are similar to those mentioned in Annex 1 and can be requested through the same process. To make a request you can contact Informa's Privacy team via our online privacy form and submitting a request [here](#).

Right to Non-Discrimination

California laws prohibit discrimination against California residents for exercising their rights under the CPRA or CCPA. We will not discriminate or retaliate against you for exercising any of the rights described above.

California Shine the Light Law

Under California's Shine the Light law, California residents who provide us certain personal data are entitled to request and obtain from us, free of charge, information about the personal data (if any, and as defined under the law) that we have shared with third parties during the preceding calendar year for direct marketing purposes. We do not share or sell applicants personal data, including sensitive personal information, in this way.

If you have any questions about this privacy Statement or the CPRA privacy Statement or need to access either Statement in an alternative format due to having a disability, please contact us [here](#).

Annex 3 – Canada Resident Applicants

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.

Annex 4 - Hong Kong, Singapore, or UAE Resident Applicants

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.

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.

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

This Privacy Policy was last updated on 1 April 2025.

Version	Author	Approver	Date	Changes
V 2.0	Senior Privacy Manager	Data Protection Officer	31.03.2024	<ul style="list-style-type: none">• Redraft• Data Retention Criteria• Version Control