



University of London Careers Service

Working with Employers Terms and Conditions

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1. Introduction

- 1.1. University of London Careers Service (UoLCS) hosts a range of events and activities involving a wide range of organisations and individuals. This document outlines our terms and conditions for organisations and individuals engaged with our events and vacancies.
- 1.2. Please read and share this document with any colleagues involved in an event or activity with University of London Careers Service.
- 1.3. We reserve the right to amend these Terms and encourage you to regularly revisit these terms to ensure you are fully aware of them.

2. Definitions

- 2.1. Advert - means our vacancy services.
- 2.2. Audience – may mean our Students, Alumni and/or staff of the University of London.
- 2.3. Booking – means your booking for a space at the relevant event or activity
- 2.4. Booking Form – means the booking form that sets out the agreement between us.
- 2.5. CareersConnect – also known as TargetConnect our Client Relationship Management for UoLCS and the mechanism used to handle Audience and Organisation bookings, and our vacancy system.
- 2.6. Charge – means the charge payable by you to us in respect of services set out in the Booking Form.
- 2.7. Event – means the event specified in the booking form.
- 2.8. Event Manager – the member of UoLCS allocated to the specified Event.
- 2.9. Federation Member(s)– means the constituent college(s) of the federation of the University of London who supply the academic content of our degree programmes.
- 2.10. Organisation – means any external organisation to University of London, excluding Recognised Teaching Centres.
 - 2.10.1. Recognised Teaching Centres – means the authorised providers of our degree programmes.
- 2.11. Suppliers – means any external Organisation who provides Services
- 2.12. Services – any additional equipment hired, or other costs incurred as specified in the Booking Form pertaining to specified Event.
- 2.13. University of London Careers Service/UoLCS (also referred to as 'our,' 'we,' and 'us' - means University of London Careers Service/University of London,



principal address: Stewart House | 32 Russell Square | London WC1B 5DN | United Kingdom.

- 2.14. You – means the person, firm or company engaging with us and whose name and details are contained within the Booking Form.

3. Privacy statement for employers, suppliers, and other external partners.

- 3.1. By registering organisation or user accounts on CareersConnect you agree to abide by the terms and conditions that govern your Organisation and/or User Profile and any opportunities you post on the system.
- 3.2. University of London Careers Service is tasked with processing organisation details and other elements of information relating to the organisation to enable events and services to be created to connect them with our audience. The purpose of this is to enhance the audience's employability and career prospects and is covered under the basis of legitimate interest outlined in the UK General Data Protection Regulation (UK GDPR), Privacy and Electronic Communications Regulations 2003 and the Data Protection Act 2018.
- 3.3. This data is submitted to the Data Controller (University of London) and held to be used by University of London Careers Service on the system GTI TARGETConnect (branded CareersConnect).
- 3.4. On creation of a User account on CareersConnect users must provide the following:
 - 3.4.1. Organisation: Name, address, country, post code (where post code is unavailable N/A is entered), organisation description, website, employee headcount and industry type
 - 3.4.2. User: Full name, organisation(work) email, phone number, contact type.
- 3.5. This information is shared within University of London Careers Service staff only.
- 3.6. Information provided is also shared with the Data Processor (Group GTI) for the purposes of resolving technical support issues.
- 3.7. University of London Careers Service will not share User account details with other representatives of your Organisation, our departments, or external parties, including log in or contact details, without your express written permission.
- 3.8. University of London Careers Service Staff are able to add notes, and view notes based on conversations with organisations which can be captured at events, in person or by electronic communication methods (including, but not limited to, email, video conferencing or telephone).



- 3.9. We are unable to guarantee that access to CareersConnect or any content within the service will not be interrupted.
 - 3.9.1.1. User's passwords are not accessible by University of London Careers Service Staff and are set by users. They can be reset by following relevant links.
 - 3.9.1.2. If you enter incorrect details 5 times (consecutively) you will be blocked from the system and a prompt will be issued to reset your password.
 - 3.9.1.2.1. If you are unable to reset your password in this manner, please email employers@london.ac.uk
 - 3.9.2. Access is via the Data Processor (Group GTI) who at times may require downtime to upgrade or test functionality in the system.
 - 3.9.2.1. University of London Careers Service retains the right to suspend, withdraw, discontinue, or change all or any part of CareersConnect without notice.
 - 3.9.3. Where feasible we will seek to inform you in advance of any periods of downtime or upgrades, but we will not be liable for any reason Careers Connect or any part of its functionality is unavailable.
- 3.10. The Data Protection Act 2018 provides you with a right to access information we hold on you. Detail on how to request this, or to find out about your 'right to be forgotten' can be located at <https://www.london.ac.uk/about-us/how-university-run/policies/data-protection#your-rights>

4. Advertising Vacancies

4.1. Vacancy Posting

- 4.1.1. All direct opportunities are published free of charge to current students and recent alumni via CareersConnect.
- 4.2. A charge of £159 + VAT per month per advert is made for Third Party Suppliers and Recruitment Agencies. Please visit <https://jobonline.targetconnect.net> to place an advert if you are a third-party recruiter or recruitment agency.
- 4.3. Organisations are required to upload their own opportunities; however, these will be reviewed by the University of London Careers Service team who may seek clarification.
- 4.4. You can edit, extend, and remove your advert directly, but will need to be reapproved. If your change is urgent, please email employers@london.ac.uk.
- 4.5. All information you provide in your advert must be true and we reserve the right to alter, edit or remove your advert at our sole discretion.
- 4.6. We aim to publish all opportunities within five working days of submission but cannot guarantee this.
- 4.7. All opportunities must be for specific, or individual, opportunities and not open-ended roles or broader campaigns.
- 4.8. By submitting your advert to CareersConnect you grant permission for reproduction of the advert in (in a form we deem appropriate) for other vacancy advertising services we deem viable.
- 4.9. University of London Careers Service reserves the right not to approve registration of organisation and vacancies or engage with organisations that are deemed unsuitable for promotion to our Audience.
- 4.10. This includes, but is not limited to Organisations or Opportunities:
 - 4.10.1. Suspected to be illegal, oppressive, exploitative, or discriminatory.
 - 4.10.2. Suspected to be involved in unethical or environmentally unsustainable business practices.
 - 4.10.3. Reported to engage in unprofessional conduct.
 - 4.10.4. Promoting services to our audience at a cost.
 - 4.10.5. Where University of London, or it's Recognised Teaching Centres offer the equivalent free of charge to the Audience.
 - 4.10.6. Where there may be a conflict of interest in research funding
 - 4.10.7. Which may cause reputational damage or bring the University of London, it's Recognised Teaching Centres, Federation Members, and Audience into disrepute
- 4.11. Specifically, this includes organisations or adverts:
 - 4.11.1. In or connected to the tobacco industry.

- 4.11.2. In or connected to the adult industry or associated with adult content.
- 4.11.3. Connected to pyramid selling schemes, loan companies or related financial schemes.
- 4.11.4. Connected to patent trolling, or related activity.
- 4.11.5. Involving students sharing or undertaking academic related material for use by other students (e.g Essay Writing Services).
- 4.11.6. Promoting 'study aids' or natural highs designed to enhance performance.
- 4.12. Engagement and/or advertising opportunities through our systems does not imply endorsement by University of London.
- 4.12.1. University of London Careers Service reserves the right for full editorial control over CareersConnect.
- 4.12.2. University of London Careers Service reserves the right to not approve organisations or adverts or to terminate organisations and adverts and our engagement with these where they breach these terms and conditions or bring the University of London, it's Federation Members, Recognised Teaching Centres or Students in disrepute.

4.2 Vacancy Posting Terms and Conditions

- 4.2.1 We only allow vacancies to be posted for a maximum of six months, after this point they can be extended, but will follow a reapproval process as detailed in Section 4.1.
- 4.2.2 We only advertise commission-based roles where the base salary meets the National Minimum Wage (or equivalent) in the country where the role is based.
- 4.2.3 We only advertise project/freelance work where the pro-rata salary meets the National Minimum Wage (or equivalent) in the country where the role is based.
- 4.2.4 Organisations must commit to following their local laws.
- 4.2.5 The University of London operates in English, and all vacancies must be posted in full English or with an accompanying English translation.
- 4.2.6 We will not advertise roles for individuals or requiring applicants to work in private households.
- 4.2.7 We will not advertise roles specifying 'native' speaker as a requirement – this should be referenced as 'fluent.'
- 4.2.8 We will not authorise roles that include unpaid trial periods as part of the assessment process.
- 4.2.9 We require organisations to have a valid company website, and postal address/or has an email address not with a webmail account provider (e.g Gmail) before the opportunity will be authorised.
- 4.2.10 We will not authorise opportunities where our Audience incur a cost to either apply or pay for equipment.



- 4.2.11 We do not authorise opportunities where the Audience are required to invest.
- 4.2.12 We will not authorise opportunities where applicants are required to call a premium rate phone number to apply.
- 4.2.13 We do not advertise vacancies where a photograph is required as part of the application process (unless it is essential for the role, e.g., Acting Roles).
- 4.2.14 We will not authorise opportunities where the purpose is to direct our audience to a job board, or similar website.
- 4.2.15 We will not accept, or process vacancies sent to us by post/hard copy and due to the nature of our globally based Audience and do not distribute flyers, posters, or similar material.
- 4.2.16 We will not forward email communications from employers.
- 4.2.17 All opportunities must be advertised via the methods outlined in section 4.1.

4.3. Discrimination

- 4.3.1 University of London Careers Service will not authorise vacancies that contravene the Equality Act 2010, which may prevent applications on the basis of the recognised protected characteristics including: age; disability; gender reassignment; marital status; race; religion or belief; sex or sexual orientation. This also includes vacancies that specify an age requirement to apply.
- 4.3.2 Lawful discrimination can occur in certain circumstances if a particular requirement is deemed essential, or possession of a protected characteristic would make undertaking the role impossible.
 - 4.3.2.1 Where this is the case, the reasoning must be made explicit in the text of the advertisement.
- 4.3.3 Advertisements must not contain material that is defamatory, or is obscene, offensive, hateful, or inflammatory.
- 4.3.4 Organisations are responsible for complying with relevant legislation.

4.4 International Applicants

- 4.4.1 We encourage all employers to consider applicants of all nationalities when advertising roles.
- 4.4.2 We acknowledge that not all organisations are able to offer Visa Sponsorship to applicants.
- 4.4.3 To ensure you comply with English law, we recommend this wording is added to your advert when this is the case "Please note that all applicants must be able to demonstrate they are eligible to work in the



United Kingdom/Country of The Organisation at the point at which the role commences”.

- 4.4.4 While University of London Careers Service will make reasonable efforts to ensure adverts and roles comply with relevant local laws the onus, and liability, for ensuring this lies with you the advertiser.

5 Events

5.1 Event Booking Procedures

- 5.1.1 We will endeavour to answer any booking requests within two working days, and to complete any bookings by organisations a minimum of three weeks in advance of the event date.
 - 5.1.1.1 Submitting a booking does not automatically guarantee a place in our events programme.
 - 5.1.1.2 We review all submitted bookings to ensure compliance with our Terms and Conditions, and to ensure a fair representation of organisations.
- 5.1.2 We reserve the right to reject and cancel bookings or events that:
 - 5.1.2.1 Charge students or graduates to attend.
 - 5.1.2.2 Promote opportunities which require a fee to be paid.
 - 5.1.2.3 May pose a risk to the reputation of University of London or bring us into disrepute.
 - 5.1.2.4 Promote unethical or environmentally unsustainable business practices.
 - 5.1.2.5 Promote services that are the same as those provided by UoLCS.
 - 5.1.2.6 Do not provide a clear and detailed description.
 - 5.1.2.7 Are not relevant to the academic disciplines of our student body.

5.2 Event Details

- 5.2.1 Our students are distance and flexible learners, therefore all events advertised by UoLCS are required to have an online component and be accessible from anywhere in the world.
- 5.2.2 Our hosted events are open only to current students and recent graduates (within two years of course completion) unless otherwise agreed with the Event Manager and/or the Associate Director (Engagement and Insights).
- 5.2.3 For events hosted by UoLCS we operate a sign-up list, and where necessary a waiting list. Employers are requested not to operate a separate sign-up list to prevent over subscription of events.
- 5.2.4 Please do not advertise events hosted by UoLCS externally unless given express permission by the Event Manager
- 5.2.5 Events are promoted via:
 - 5.2.5.1 Our CareersConnect Event Calendar.
 - 5.2.5.2 An event calendar on the UoL Virtual Learning Environment for Careers.



- 5.2.5.3 Automated emails issued through CareersConnect to subscribing students.
- 5.2.5.4 Events listings sent to academic departments.
- 5.2.5.5 Events listings sent to Recognised Teaching Centres.
- 5.2.5.6 Our social media, and that of the University of London, where deemed appropriate by us.
- 5.2.6 We are unable to guarantee the level of attendance at any events. For UoLCS hosted events we will endeavour to oversubscribe events by up to 50% and adjust waiting lists as appropriate.
- 5.2.7 All events for UoLCS should be conducted in English. While our students are based all around the world our teaching is in English. If there is a specific reason the event is to be conducted in a language other than English this must be agreed by the Associate Director (Engagement and Insights).
- 5.2.8 We are unable to share identifying student data from our events with external parties. If you wish to collect your own student data this is at your discretion, you are responsible for confidentiality and control of these. University of London Careers Service and the University of London will not be liable for any breach of confidentiality or data protection.
 - 5.2.8.1 Collection of data should not detract from the event or be a pre-requisite for attendance.
- 5.2.9 For our panel discussions and other events, we require a short biography, and where possible a photo, of each speaker to share with students as part of our event marketing.
 - 5.2.9.1 This is to be supplied in good time (ideally from the point of contact/meeting speakers eight to twelve weeks in advance, but at a minimum of two weeks prior to an event) to assist with the promotion of the event and help the audience prepare.
- 5.2.10 We record via screen capture audio and video of our events to be used as 'on-demand' content for our current students, and to be used as extracts in talks delivered by us.
 - 5.2.10.1 You are required to opt out of inclusion in recordings if you so wish. The Event Manager, at the start of the session, will reconfirm that recording is about to begin, and notify when recording has completed.
- 5.2.11 Event information, including recordings biographies and promotional images, will be kept in line with University of London Events Due Diligence Privacy Policy, for 6 years from the date of the event to allow longitudinal analysis. Information with archival interest for the University of London Careers Service may be retained permanently, with appropriate safeguards to protect the rights and freedoms of the individual.



5.3 Photography and Filming

- 5.3.1 We reserve the right to take video, still photography and audio recordings at our events. These may be used for marketing and careers educational materials (in both print and digital form) and made available to internal and external and external audiences.
- 5.3.2 By attending an event, you unconditionally grant the UoL permission to photograph, film and/ or otherwise record you and your actions and use such film/ photography for any purpose in any media now known and hereafter devised throughout the world in perpetuity. If you wish for an image, video, or audio recording to be removed please contact employers@london.ac.uk.
- 5.3.3 Any organisation wishing to capture images, video or audio for an event hosted by us must request permission in advance from employers@london.ac.uk.
 - 5.3.3.1 Permission is granted at the discretion of the Associate Director (Engagement & Insights).

5.4 Cancellation Policy

- 5.4.1 Booking Cancellations must be done in writing to employers@london.ac.uk
- 5.4.2 If you fail to attend the relevant Event you will still be liable for the full payment of the Charge if one has been agreed.
- 5.4.3 We will not be liable for any compensation in the event of an activity being cancelled or amended due to action(s) outside of our direct influence, including, but not limited to: industrial strike action, transportation delays or cancellations, failure of utility provider, adverse weather conditions, fire, flood, earthquake, elements of nature or Acts of God, acts of war, terrorism, riots, malicious damage, civil disorders, rebellions or revolutions, strikes or lockouts, court orders, police orders, epidemic, pandemic, or third party failure or non-performance.

5.5 Termination of Agreement

- 5.5.1 We reserve the right to terminate this agreement and, in doing so, cancel your Booking, immediately on giving written notice to you, and without any liability to you, if:
 - 5.5.1.1 you have not made payment of the Charge, where one has been levied, in full 48 hours prior to the relevant Event, or you are otherwise in arrears with respect of any payment due to us;
 - 5.5.1.2 you are in material breach of any of your obligations under this agreement and you fail to remedy such breach (where the breach



- is capable of being remedied) within 7 days following written notice from us requiring you to do so;
- 5.5.1.3 we become aware that the nature of your Booking might prejudice our reputation and/or breach any of our policies including, without limitation, our policy on [Equal Opportunities and Freedom of Speech](#), or pose a health and safety or security risk to us or any person;
 - 5.5.1.4 an order is made or a resolution is passed for your winding-up or an administrator is appointed by order of the court or by other means to manage your affairs, business and property or a receiver and/or manager or administrative receiver is validly appointed in respect of all or any of your assets or undertaking or circumstances rise which entitle the Court or a creditor to appoint a receiver and/or manager or administrative receiver or which entitle the Court to make a winding-up or bankruptcy order or you take or suffer any similar or analogous action in consequence of debt;
 - 5.5.1.4.1 you cease or threaten to cease, to carry on business; or
 - 5.5.1.4.2 any of the provisions of clause 12.1 apply.

5.6 Your Obligations

- 5.6.1 You shall not use the name of University of London, or any trade name, trademark or logo used by us or refer to us in any other way in any promotional literature, publications, or advertising material (including, without limitation, on tickets, posters, or electronic web-based advertisements) without our prior written consent, which shall be at our sole discretion and may be subject to such conditions we deem necessary.
- 5.6.2 You shall provide a copy of your insurance cover in levels suitable to cover your obligations in clause 17.4 to us on request.

5.7 Student Protest and Security

- 5.7.1 Where the potential for attracting student protest exists, you will notify University of London Careers Service at the time of booking and provide us with any additional information we may reasonably request.
- 5.7.2 We will seek advice from our own security team and provide clear information to students and staff, as necessary.
- 5.7.3 We will agree roles and procedures, giving due regard to the University of London's policies and procedures promoting good campus relations.



- 5.7.4 If we determine, at our sole discretion, that you should be responsible for your security at the Event, you shall:
 - 5.7.5 be responsible for such security;
 - 5.7.6 carry out a security risk assessment of the proposed Event, taking into consideration any current threat levels, the size of the event and the estimated number of persons in attendance at any time, and to ensure that you arrange appropriate security measures that are proportionate to the perceived level of risk; and
 - 5.7.6.1 ensure that any security personnel hired or engaged by you will be fully trained with appropriate accreditation and shall forward the names of any security personnel who will be present with appropriate licence numbers at least [2] days prior to the Event date.
- 5.7.7 We reserve the right to:
 - 5.7.7.1 carry out our own independent security risk assessment of the Event and your requirements;
 - 5.7.7.2 take any further measures to ensure the safety and security of the Premises, the Event, and its visitors that we consider necessary if we determine, in our sole discretion, that the security measures proposed by you are inadequate;
 - 5.7.7.3 charge to you the additional costs incurred in providing such further security measures; and
- 5.7.8 You agree that you will not do or allow to be done on our platform any act or thing which is offensive, illegal, political or may cause nuisance, damage or disturbance to us or any other person or interfere in any way with our operation and/or our business.

5.8 Recruitment Agencies and Third-Party Recruiters

- 5.8.1 Direct recruiters are given priority in our engagement.
- 5.8.2 Attendance of recruitment agencies and third-party recruiters at our events is at the discretion of the Event Manager or Associate Director (Engagement & Insights).
- 5.8.3 If an organisation is using a third-party supplier to arrange its activities, we require a named contact at the organisation for reference.

5.9 Indemnity and limitation of liability

- 5.9.1 Subject to clauses 17.2 and 17.3 below, our total liability to you whether in contract, tort, negligence, breach of statutory duty or otherwise for any loss or damage, costs or expenses arising under or



- in connection with these terms and conditions is limited in the aggregate to 100% of the Charge.
- 5.9.2 Subject to clause 17.3 below, we shall have no liability to you whether in contract, tort, negligence, breach of statutory duty or otherwise for any indirect or consequential loss or damage, costs or expenses whatsoever or howsoever arising out of or in connection with these terms and conditions.
- 5.9.3 Nothing in these terms and conditions shall exclude or restrict our liability for death or personal injury resulting from negligence or for fraud or fraudulent misrepresentation or in any other circumstances where liability may not be limited under any applicable law.
- 5.9.4 You agree to indemnify and keep us indemnified from and against all costs, expenses, claims, damages, losses, or liabilities:
- 5.9.4.1 arising out of or in connection with your negligence, default, or breach of the terms of these terms and conditions;
 - 5.9.4.2 incurred by us in respect of any claim made by a third party against us in respect of: (a) any loss or damage to property; or (b) any injury to any person, including injury resulting from death, caused by you (including your officers, employees, agents, sub-contractors, security personnel, delegates, or guests).
- 5.9.5 This clause shall survive termination.

6 General

- 6.1 No consent, approval, permission or otherwise given by us under these terms and conditions shall exclude, limit, diminish or otherwise affect your obligations under these terms and conditions.
- 6.2 Nothing in these terms and conditions shall have the effect of granting or transferring to, or vesting in, you, any intellectual property rights belonging to us.
- 6.3 The Contracts (Rights of Third Parties) Act 1999 shall not apply to these terms and conditions and nothing in these terms and conditions shall confer or purport to confer on or operate to give any third party any benefit or any right to enforce any term of these terms and conditions.
- 6.4 These terms and conditions and any documents referred to in them constitute the whole agreement between us and supersede any previous arrangement, understanding or agreement relating to the subject matter.
- 6.5 Both you and us agree that in entering into these terms and conditions, we do not rely on any statement, representation or assurance of any person relating to the subject matter of this agreement other than as expressly set out in this agreement, or as agreed between us in accordance with this agreement.



- 6.6 These terms and conditions are personal to you, and you will not assign, transfer or sub-contract any of your rights or obligations without our prior written permission.
- 6.7 Nothing in these terms and conditions is intended to, or shall operate to, create a partnership between us, or to authorise you or the University of London Careers Service to act as agent for the other, and neither shall have authority to act in the name or on behalf of or otherwise to bind the other in any way.
- 6.8 Both you and us irrevocably agree to submit to the exclusive jurisdiction of the courts of England over any dispute (including any non-contractual dispute), claim or matter arising under or in connection with these terms and conditions.
 - 6.8.1 The terms and conditions shall be governed by and construed in accordance with English law.

James Weaver

Associate Director (Engagement & Insights), University of London Careers Service

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