

ITV Careers Privacy Notice

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1. Introduction

This Privacy Notice applies to both internal ITV or external applicants in the UK and the Channel Islands:

- expressing an interest or registering for future roles with ITV on any platform (including via email) or in person;
- making an application for any role or scheme via careers.itv.com or any other platform run by ITV for the purpose of recruitment;
- making an application for, attending, or expressing an interest in any event or networking event run by ITV for the purposes of recruitment
- whose information has been shared with us by a recruitment agency or an applicant, or third party running an experience/scheme; or
- visiting the careers.itv.com website.

When we talk about “role” we mean fixed term and permanent employed roles, freelancer and contractor roles, or a role pursuant to a scheme e.g. apprenticeship, internship, work shadowing or other work experience.

When we refer to “recruitment” we mean any recruiting or selection process for a role or talent pool you are interested in applying for.

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

If you have registered on our recruitment system via careers.itv.com 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 on careers.itv.com, please email talkingcareers@itv.com

2. Who is the data controller of your personal information?

Any reference to "we", "us", "our", "ITV" and "the Company" is to the relevant member of the ITV plc group of companies acting as your "data controller". A data controller is an organisation which decides how and why your personal information will be used (or 'processed').

The ITV company recruiting for the role, or the ITV company you have expressed an interest with will be the data controller of your personal information for the purpose of any recruitment or application stage process. Where processing of personal data is undertaken by other members of the ITV group, these associated companies may also be controllers of your personal information.

3. How do you contact the Data Protection Officer or the Data Privacy team?

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or want your rights further explained, please contact the DPO or the Data Privacy Team by emailing privacy@itv.com. If you prefer, you can write to the DPO by post at: Data Protection Officer, ITV White City, White City Place, 201 Wood Lane, London W12 7RU.

4. What personal information are we processing?

Typically, we need certain personal information about you so that we can consider your suitability for a particular role and to administer the recruitment process. The personal information we process (depending on the stage of application you are at) normally includes:

- *Basic information about you:* your title, forename, middle name(s) and surname, birth name, preferred name, any additional names, gender, gender identity, nationality, second nationality, civil/marital status, date of birth, age, home contact details (e.g. address, telephone number, email), national insurance, social security or any other national identification number, immigration and eligibility to work data, languages spoken, information required to make any reasonable adjustments;
- *Information you have submitted as part of your application/ expression of interest:* CVs, qualifications, work history, competencies, experiences, special circumstances, references and your completed or partially completed application form (as applicable);
- *Background check information:* depending on the stage of your application we may also receive right to work information, Disclosure Barring Services (DBS) checks results, criminal offence record (where applicable and legally permitted);
- *Interview and assessment data:* including any interview notes, records of your calls with us and any assessments or personal data generated from such assessments.
- *Diversity data:* such as ethnicity, disability, sexual orientation you disclose on your application or in interviews and assessments.
- *Subscription information:* So we can send you job alerts where you have subscribed to these.

- *Monitoring data (to the extent permitted by applicable laws):* closed-circuit television (CCTV) footage, system and building access, data caught by IT security programmes and filters;
- *Data relating to claims, complaints and disclosures data* - complaints, deletion requests, access requests to the extent you choose to exercise your rights.

5. How do we collect personal information?

Information collected from you

We collect and record your personal information from a variety of sources, but mainly directly from you. You will usually provide this information directly to us for example in interviews or when you make an application as part of the recruitment process or when you express your interest with us.

You will be required to provide some information on a mandatory basis. Failure to provide any mandatory information may mean that we are unable to proceed with the recruitment process. For example if you do not provide your passport details, we may not be able to confirm your identity or Right to Work in the UK.

Information collected from third parties

Some information about you may come from third parties such as recruitment agencies. We may also receive references from a previous employer, medical reports from external professionals, and other information from tax authorities, benefit providers or where we employ a third party to carry out a background check (where permitted by applicable law).

Information you provide about third parties

You may provide personal information to us about third parties as part of the recruitment process. This may include for example referees so that we can obtain a reference from a previous employer. Please ensure you inform these third parties of what personal information you intend to provide us and share this privacy notice with them.

6. Why do we need your personal information?

Recruitment and selection

We are required to comply with employment law obligations and have a legitimate interest in fully assessing applications for roles at ITV to ensure only suitable and appropriate candidates are both assessed and selected. We need to identify the right people for our business who will be able to contribute to our operations and culture.

Recruitment and selection also includes:

- any vetting processes such as background checks, fraud checks, criminal records checks etc; and
- administering the process e.g. communications with you, interviews, arranging logistics etc.

If you receive an offer for a role, we will also need to process your information so that we can enter into a contract with you. This may include for example collecting your national insurance number.

Onboarding you onto our systems

If you receive an offer for a role and you accept the role, we have a legitimate interest to process your information so that we can onboard you to our systems. This is important so that you can access the systems you need for your time at ITV and/or to maintain the security of the information you process at ITV.

Maintaining a talent database

Where you have registered your interest for future roles or where you have shared with us your CV/ information for future reference, we have a legitimate interest in retaining this information for consideration for future roles where you may be suitable.

Facilitating equality of opportunity and diversity

We are required to comply with anti-discrimination laws, and we have a legitimate interest to ensure that we take action to promote an inclusive and diverse workplace.

We may ask for some additional voluntary diversity information from you to help us ensure we have a diverse candidate pool. Where we ask for voluntary diversity information, this will be processed based on your consent which can be withdrawn at any time by contacting us.

If you meet the minimum criteria for a role and you have declared that you are disabled (as recognised under the Equality Act 2010), we will guarantee you are invited for the next stage and to make any reasonable adjustments to the recruitment process. However, please note there may be a few exceptions where we are not able to take all eligible candidates to the next stage due to the volume of applications. For more information about this scheme, click [here](#)

We also monitor and create reports on our candidate pool, applicants and successful applicants to ensure equality of opportunity and diversity which is representative of our society. Data protection law allows us to do this based on substantial public interest for equality of opportunity or treatment.

Health and safety, security and threat detection/prevention

We monitor our premises including use of CCTV at office locations and storage facilities to ensure the safekeeping of productions, safety of ITV members of staff, visitors, applicants, talent and other people who need to visit our premises.

We have a legitimate interest to protect our systems. This means we monitor our emails for security and threat detection/prevention purposes (including fraud etc). We may use human or automated means for these activities.

Advertising roles and alerts

We may seek your consent to certain processing, for example to our use of cookies for advertising our roles if you use any of our websites or platforms. Where this is the case, you have the right to withdraw your consent at any time.

If you have agreed to receive job alerts from us, we will also process personal information about you so that we can send you information about upcoming roles.

External disclosure requests

Sometimes it may be necessary to share your personal information with third parties who ask us to disclose it to them. We only do this where we are legally obliged to do so or where there are

compelling public interest reasons for doing so (for example, where your information may assist law enforcement authorities in an investigation).

Facilitating your rights and honouring opt-outs

Where you contact us about your rights (which we explain below) we use your personal information in order to help facilitate your request, or to honour your choice to opt-out of a particular use of your personal information.

7. What is sensitive personal information and information about criminal offences?

Some of the personal information we process about you will be more sensitive. 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 will have a specific, additional condition 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.

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.

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

8. Do we use automated decision-making?

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

9. 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;
- Hiring managers and other employees involved in the interview process, as required;

- Those responsible for administering, managing or making decisions in connection with your application with ITV 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 and background check providers etc 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 careers.itv.com and some of our other websites/ platforms. 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 ITV systems. Data contained in such systems may be accessible by providers of those systems, their associated companies and sub-contractors.

Artificial intelligence providers

Some of our HR systems use artificial intelligence (AI) for various purposes. These include, for example:

- to make it easier for you to complete our application forms so you do not have to repeat information from your CV;
- to help us identify candidates with specific skillset from our Talent Pool;
- to help us in our day-to-day work (for example to create summaries, to assist with the initial drafting of emails and documents, to automatically draft meeting minute notes or translate text)

These AI tools may process personal information, but not all of them do. For example we use AI to generate our job descriptions/ postings - this will not use any of your personal information.

We will never use AI to make a decision in a selection process. The selection process is subject to oversight and decision making by relevant hiring manager in conjunction with the hiring team.

We do not use personal information for any training or development of AI models. Our AI suppliers have gone through ITV's due diligence process. Contractually and on an organisation level, we have protections in place so that personal information processed by ITV is not used by third party AI tools for model creation, development or deployment.

Changes to our business

If there are changes to our business (such as a re-organisation or restructuring), your personal data will remain subject to this Notice (as amended from time to time). However, where your personal data is transferred to a new owner following a merger or acquisition it may be subject to a different privacy notice. Such a transaction could involve us: (i) retaining the right to continue to use transferred personal data in addition to the right of the new owner to use such information; and (ii) engaging in additional transfers of personal data (including new personal data) with the new owner from time to time following such a transaction.

We, or the new owner, will provide notice to you before any of your personal data becomes subject to a different privacy notice.

10. Where is your personal information transferred?

We work with service providers or other third parties who may be based outside the UK and with whom we may share your data. If we need to make such transfers, we will ensure that your personal data is protected in line with UK data protection laws.

This means we only transfer your personal data where it is permitted under UK data protection laws. The main transfers take place if:

- the UK government has determined the country has an adequate level of data protection,
- standard data protection clauses (which have been 'adopted' by the UK government or European Commission) are in place with the service provider or third party, or
- we can rely on one of the specified exceptions.

We may also take steps to identify and use additional protections as appropriate for each data transfer. For example, we may require the use of:

- technical protections, such as encryption and pseudonymisation (which means making sure personal data can no longer be linked to you without the use of additional information) and
- policies and processes to challenge disproportionate or unlawful foreign government or other authority requests.

We review our service providers before we use them and also ensure that they are only allowed to access the information they need to perform the services we request

11. How long do we keep your 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. You are responsible for contacting us if any of the information you have entered into our systems as part of your application/ expression of interest becomes inaccurate during the selection process.

If you have expressed an interest in working at ITV and/or have signed up to job alerts, we will keep your personal information (including your CV) for a period of up to 4 years.

If you have created an applicant profile on the itv.com/careers website, 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.

If you have been successfully onboarded for a role, we may keep your personal information and CV in line with our internal privacy notice and retention policies.

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.

12. What information do we collect on careers.itv.com and on your job advertising platforms?

We collect data using cookies and similar tracking technologies when you visit careers.itv.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, how it works and how to change your cookie preferences, please read our [cookie policy](#).

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 job advertising providers to show you content across the web that we think may be of interest to you. For example, after your visit careers.itv.com we may ask our job advertising providers to show you an advertisement for a role at ITV we think may interest you. Our job advertising providers could be social media providers such as Facebook or LinkedIn, or search engines such as Google.

Typically, we and our job advertising partners rely on cookies and similar technologies to perform these activities. For more information about our cookies, please read our [cookie policy](#). You can also find out more about cookies and similar technologies on the Information Commissioner's website (www.ico.org.uk).

Our job 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 cookies preference platform. If 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 job 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 careers.itv.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 job advertising providers may use this data and find out how you can control how they use your data in the job 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 job advertising providers.

13. How do we keep your personal data safe?

We're committed to protecting your personal data and keeping it secure, private and confidential. We put in place appropriate technical and organisational measures to help protect the security of your personal data. Unfortunately, no measures can ever be completely secure. We have implemented various safeguards to protect against unauthorised access and unnecessary retention of personal data in our systems. These include pseudonymisation, encryption, restricting access, and retention policies.

14. What rights do you have and how can you use them?

In law, you are the 'Data Subject' and you have several rights that you can exercise over your personal information. If you want to exercise any of these rights or have any questions please contact privacy@itv.com. Please be aware that these rights are not absolute and there may be some situations in which you cannot exercise them, or they may not be relevant.

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

If the data that you provide to us is portable, 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

You can complain to us if you believe we have infringed data protection legislation in how we process your personal data.

You can also make a complaint to: the [ICO](#) if you are in the UK; the [JOIC](#) if you are in Jersey; and the [ODPA](#) if you are in Guernsey , if you are still not satisfied.

More information about ITV companies

ITV plc is registered in England (Company Number: 4967001) and its registered office is; ITV White City, 201 Wood Lane, London, United Kingdom, W12 7RU. 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, White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **ITV Broadcasting Ltd**
Registered in England under number 955957
Registered Office: ITV, White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **ITV Services Limited**
Registered in England under number 229607
Registered Office: ITV, White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **ITV Studios Global Partnerships Limited**
Registered in England under number 2203983
Registered Office: ITV, White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **3sixtymedia Ltd**
Registered in England under number 04042168
Registered Office: ITV, White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **ITV Consumer Ltd**
Registered in England under number 2937518
Registered Office: ITV White City, 201 Wood Lane, London, United Kingdom, W12 7RU
- **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

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