

ARDEN UNIVERSITY RECRUITMENT POLICY

1. INTRODUCTION

1.1 By registering an organisation and/or user account on Arden University's TargetConnect you agree to abide by these Terms & Conditions, which govern your organisation profile, user account details and opportunities posted.

2. DATA PROTECTION

2.1 Arden University holds and processes information about many different types of people such as its current, past or prospective employees, visitors to its website, applicants, students and alumni & supporters. It also processes personal information for a variety of reasons. Arden University may also be required by law to collect and use certain types of personal information to comply with statutory requirements.

2.2 More information on how Arden University collects and uses personal information can be found in the relevant privacy notices (<https://arden.ac.uk/privacy-policy>). .

3. DATA COLLECTED AND USE OF DATA

3.1 On creation of an Arden University TargetConnect account, users are required to provide organisation contact details, primary contact details and basic organisation information. Information ("User Information") required and recorded includes:

3.1.1 Mandatory organisation information, means: organisation name, organisation address, country and post code, organisation description, website, number of employees, industry type.

3.1.2 Mandatory user account details mean: full name, organisation email, a phone number, contact type. 3.2 This information is shared with Arden University Careers and Employability staff, including consultants and temporary staff .

3.3 User Information provided is also shared with GTI Futures (as part of Group GTI) (as data processor) for the purposes of support issues only as raised by Arden University.

3.4 Arden University will not share user account details for other commercial purposes with other representatives of your organisation, Arden University's departments or external parties, including log-in or contact details, unless we have your express written permission. Information may be shared without express written permission, if required by law.

3.5 Arden University Careers staff can add notes, tasks and view notes made on conversations with organisations which may be captured at events, in person or by phone/email/business communication platforms.

4. COMMUNICATION WITH USERS

4.1 By registering an account you agree to share your User Information with Arden University Careers and we will use this to fulfil our contractual obligations to you and to use your contact information for the purposes of communicating with you about events and/or activities which you have booked with us, send targeted emails and seek feedback on our services, inform you of changes to our Terms and Conditions or to promote opportunities and send invitations we feel may be of interest to you and/or your organisation (e.g. careers events).

4.2 You can choose to opt out of receiving communications from us by amending your settings on your user profile at any time.

5. ACCESS TO SERVICES

5.1 You can amend/remove User Information or your organisation profile on the platform at any time, terminating the relationship with Arden University Careers immediately.

5.2 We do not guarantee that access to Arden University's TargetConnect, or any content contained within it, will always be available uninterrupted.

5.3 Users set their own password, which is not accessible by Arden University Careers staff, but can be reset by following the relevant links from your login.

5.4 If you enter incorrect login details five consecutive times, you will be blocked from the system and prompted on the login page to reset your password automatically.

5.5 Access is permitted via our data processor (Group GTI), who may at times require provision to upgrade or test new functionality of the system. Arden University retain the right to suspend, withdraw, discontinue, or change all or any part of Arden University's TargetConnect without notice.

5.6 Where feasible, we will seek to inform you of any planned period of downtime or upgrades via our social media platforms but will not be held liable to you for any reason Arden University's TargetConnect or it's associated functionality is unavailable at any given time.

6. POSTING OPPORTUNITIES

6.1 All direct opportunities are published to current students and recent alumni for free through our online Arden University's TargetConnect platform.

6.2 Organisations must upload their own opportunities; however Arden University Careers will review all opportunities before they are made available to our audience and may clarify information with organisations if details appear unclear or incomplete.

6.3 Organisations can edit, extend, or remove their opportunities directly from their organisation profile at any time and these will come back through to our team for re-approval if necessary.

6.4 Information you provide within your advert must be true and not misleading. Arden University reserve the right to alter or edit your advert at our sole discretion if we have reasonable grounds to believe your advert is false and/or misleading.

6.5 We aim to publish all opportunities within three (3) working days of submission.

6.6 We will only advertise specific/individual opportunities, not open-ended opportunities, or broader recruitment campaigns.

6.7 In submitting an advert, you are requesting that this appears on the TargetConnect website and grant permission that Arden University Careers may reproduce the advert (in whatsoever form we see appropriate) for other vacancy advertising services we consider viable.

6.8 The following disclaimer applies and appears on all opportunities listed on Arden University's TargetConnect:

Arden University makes every effort to ensure organisations registering with us are legitimate and that opportunities listed on our website, and within our emails, newsletters, and publications are bona fide. All organisations and opportunities are reviewed against our Terms and Conditions before being published, however we are unable to verify all details in entries and cannot guarantee accuracy. It is incumbent upon individuals to verify details and strongly recommend that you conduct your own research before applying to opportunities. The risk(s) may be heightened when opportunities are advertised by start-up organisations as we may be unable to undertake the same level of due diligence with independent agencies, so we recommend paying extra attention when applying for these opportunities. Arden University do not accept responsibility for how participating organisations use your data/information and cannot be held liable for any costs or damages incurred by applications for opportunities posted on Arden University's TargetConnect. We will endeavour to remove any opportunities or organisation profiles where it can be demonstrated that the organisation has breached our Terms and Conditions or is in contravention of UK or European (or equivalent local) law. Please email our Employer Engagement team if you are concerned about a particular organisation or opportunity (employers@arden.ac.uk). We also recommend that prior to taking up any subsequent employment, applicants check fully their conditions of service including compliance with health & safety or other employment or relevant legislation.

7. LEGISLATIVE COMPLIANCE

7.1 Arden University expects all organisations to ensure compliance with all applicable laws, regulations, codes and industry standards, including but not limited to the UK GDPR, Data Protection Act 2018, Counter-Terrorism and Security Act 2015, Bribery Act 2010 and Modern Slavery Act 2015, National Minimum Wage Act 1998 and the Health and Safety at Work etc. Act 1974 and will not advertise unpaid work experience or internships other than where they meet relevant criteria for exemption (found on <https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships>), determined as Voluntary Workers, Voluntary (and passing the 'worker test'), Placements, Work Shadowing or Work Simulation.

7.2 For opportunities based outside of the UK (including internships), organisations are responsible for ensuring opportunities comply with employment law (including national or local minimum wage requirements) in the relevant jurisdiction.

7.3 For countries without minimum wage legislation, we require that organisations match the equivalent of the UK rate.

8. APPROVAL OF ORGANISATION REGISTRATION AND OPPORTUNITIES

8.1 Arden University Careers reserves the right not to approve organisation registration and/or opportunities or to engage within any capacity it deems as active engagement (i.e., through proactive relationship management, opportunity generation or curation) those organisations which are deemed unsuitable for promotion to our students and recent alumni.

8.2 This includes, but is not limited to:

(a) Organisations or opportunities suspected to be illegal, oppressive, exploitative, or discriminatory.

(b) Organisations or opportunities that present an undue health and safety risk.

(c) Organisations or opportunities that are reported as engaging in unprofessional conduct.

(d) Organisations or opportunities promoting services to our students and recent alumni at a cost.

(e) Organisations or opportunities charged where the university already offers the equivalent service free of charge.

(f) Organisations or opportunities which may bring Arden University or our students into disrepute. Specifically, this includes engagement with organisations: in or connected to the tobacco industry, in or connected to the adult/sex industry or associated with adult content, connected to pyramid selling schemes, loan companies or related financial schemes, connected to the process of patent trolling, or related activity, involving students sharing or undertaking academic-related material for use by other students, perceived to endorse 'study aids' or natural highs designed to enhance student study.

8.3 Proactive engagement and/or advertising opportunities through Arden University's TargetConnect and our IT Systems does not imply approval or recommendation.

8.4 Arden University Careers reserves full editorial control over Arden University's TargetConnect.

8.5 Arden University reserve the right not to approve organisations and/or opportunities or to terminate organisations and/or opportunities and our associated engagement where they are deemed to breach these Terms & Conditions or to bring the University into disrepute, at any given time.

9. OPPORTUNITY POSTING TERMS

9.1 We will only advertise opportunities for a maximum of six (6) months, though these can be extended ahead of their expiration date.

9.2 We will only advertise commission-based opportunities where there is a base salary equivalent to national minimum wage.

9.3 We will only advertise project-based work, e.g., paid per article where the pro rata salary meets national minimum wage legislation.

9.4 We will only publish opportunities which are written in full English or advertised with an accompanying English translation, which also include a full description and application requirements.

9.5 We will not advertise opportunities for an individual or where applicants are being asked to work in a private household.

9.6 We will not advertise opportunities that specify a 'native' speaker is required – instead this should be referenced as 'fluent'.

9.7 We will not advertise opportunities which contain an unpaid 'trial period' as part of the assessment process.

9.8 We will not normally accept opportunities from organisations who do not have a valid company website, full postal address or whose sole email address is with a webmail account provider.

9.9 We will not advertise opportunities where our audience incur a cost to apply or are required to invest.

9.10 We will not accept opportunities which require a photograph as part of the application process.

9.11 We will not accept opportunities which require our audience to apply via a premium rate phone number.

9.12 We will not accept opportunities posted by jobs boards for the purpose of signposting to their own website.

9.13 We will not accept opportunities believed to be impersonating any person(s) or misrepresenting your identity or affiliation with any person(s) or entity.

9.14 We will not accept opportunities by post or delivered in hard copy, nor distribute flyers, posters or similar material.

9.15 Shortlisted students and/or alumni should not be penalised for not being able to attend an interview due to examinations or dissertation commitments.

10. RECRUITMENT OF INDIVIDUALS WHO REQUIRE A VISA OR WORK PERMIT TO WORK IN THE UK

10.1 We encourage all employers to consider students of all nationalities when advertising roles with us.

10.2 Recruitment of an individual who requires a visa or work permit for a graduate position can be a relatively straightforward process.

10.3 Information on sponsorship through the Skilled Worker [or other routes] should be sought from the Home Office website (<https://www.gov.uk/browse/visas-immigration/work-visas>).

10.4 Arden University recognises that some organisations and/or opportunities are unable to offer jobs via the methods set out in 10.3 to applicants.

Policy Name:	Arden University Careers and Employability Recruitment Policy
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Approval Authority:	Head of Careers and Employability
Last Approved:	February 2023
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Responsible SMT Lead:	Suzie Mitchel
Responsible Department:	Student Experience
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