

## Which? Graduate Scheme privacy policy

### Which? Graduate Scheme privacy policy

This policy explains how we use any personal information we collect about you.

Welcome to our privacy policy. Graduatesatwhich.co.uk is operated by Which? Limited. Here at Which? we are committed to protecting your information when you use our services, buy our products or visit our websites. To find out more about Which? and who we are, please look at the 'About Us' section of our general terms on [which.co.uk](http://which.co.uk).

This policy explains how we use any personal information we collect about you when you use our websites or get in contact with us. If you have any questions please email our Recruitment Team at [recruitment@which.co.uk](mailto:recruitment@which.co.uk).

### What information do we collect about you?

We, or companies who work for us, collect information about you when you register or apply for a graduate role with us. This may cover anything from the contents of your CV, your address and contact details, to your responses to questions on our application form. In addition there is the option to complete an Equality Monitoring Form - this information is not held against your application and is used purely for monitoring purposes only.

We also collect information about your use of our websites, and how you arrived at our website in the first place. This can include what links or adverts of ours you've viewed or clicked on to reach us, or any search terms you've used. We can also see which pages of our website have been viewed by you and for how long. All this information helps us tell what content is popular with our potential candidates.

Online, we mostly use cookies to collect this information about you. Please see our cookie policy for further information.

### How will we use this information about you?

We collect information about you to process your graduate scheme application, manage your account and contact you regarding other suitable opportunities.

When you first register with us we will send you a confirmation/welcome email, detailing your new account details, and password.

### Will you pass my information on to other companies?

We do use other companies to process your data on our behalf, to ensure that we can fulfil all our obligations to you. We only choose those companies who prioritise the protection of personal data and who pass the strict organisational and technical security standards that we set. These companies include those who help us host our websites. The only other times we will pass your details to anyone else would be where we have to for fraud or other legal purposes. For some of our graduate roles

we will require you to pass a credit and criminal records check but we will inform you before we pass on your details to our 3rd party checking agency.

We do not pass your details (email, address, telephone, IP address, cookie details etc.) to any third parties for marketing purposes.

### **How long will we keep this information about you?**

We will only keep information about you for as long as we need to. We make sure that any companies which process your data on our behalf do the same. We have an internal retention policy where there are varying retention periods for different categories of information depending on our legal obligations and whether there is a commercial need, such as answering graduate scheme application queries.

After a retention period has elapsed, the data is deleted.

### **How do we keep your information secure?**

Which? takes the security of our customers' data very seriously. We use multiple layers of firewalls to ensure user data is kept as secure as possible, specialist devices to detect and prevent intrusion attempts, and encryption systems to ensure data is scrambled while being transmitted from system to system. We employ equally rigorous physical security policies to prevent physical access to our data centres. We perform regular system patching, and employ an independent security company to perform penetration tests (authorised attempts to try to hack our systems to show any risks) annually and whenever we bring new systems online.

We ensure third parties employ the same rigour when handling data, ensuring they apply security far in excess of regulatory requirements.

### **Access to your information and correction**

If you would like a copy of some or all of your personal information we hold about you, please write to us at

**Talent Department,**

**Which?, 2 Marylebone Road,**

**London NW1 4DF.**

We want to make sure that your personal information is accurate and up to date. Please always let us know if you think it is not.

### **Other websites**

Our websites contain links to the websites of other organisations. This privacy policy only applies to our websites so when you link to other websites you should read their own privacy policies and terms and conditions. We cannot accept any responsibility for your use of these websites.

## **What if I'm aged 16 or under?**

If this applies to you, please get your parent's / guardian's permission before you supply us with any personal information. Without this consent, please do not provide us with any personal information.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this webpage. If there is a material change which could have a detrimental effect on you and we have your contact details, we will contact you to check whether you are happy with it.

## **How to contact us**

If you would like further information on how your information is used for recruitment at Which?, how we maintain the security of your information and your rights to access information we hold on you, please contact us:

by email: [recruitment@which.co.uk](mailto:recruitment@which.co.uk)

or by writing to us at:

Dept. DNE, Which? Castlemead,

Gascogne Way,

Hertford, SG14 1LH.

## **Our Which? Graduate Scheme cookie policy**

How Which? uses cookies and other tracking technologies and what they are.

### **What is a cookie?**

Cookies are little data files which are sent to your browser from a website that you visit. They are stored on your computer's hard drive.

### **How do we use them?**

On this website we use a variety of cookies as they perform different functions, from tracking the number of people who visit this site to identifying what parts of our content are the most popular and what type of journey a visitor has through our site.

Cookies help us arrange the content and layout of our site and recognise those computers that have been to our site before. They therefore play an important role in helping us to enhance the usability and performance of our site.

### **Can I opt out of cookies?**

Yes. There are a number of options available. You can set your browser either to reject all cookies, to only allow "trusted" sites to set them, or to accept only those cookies from those websites which you are currently on.

However, please note - if you do delete all your cookies, some features of our website, such as remembering your login details, will not function as a result.

We like the website [www.aboutcookies.org](http://www.aboutcookies.org) which is run by the law firm Pinsent Masons. Not only does it have the recipe for 'the world's finest cookies', it also gives you detailed step by step guidance on how to control and delete cookies depending on your browser type. You can then adjust your browser settings to your preferred level of protection.

### **Our technology partner**

We use Google Analytics to better understand how our customers navigate to and through our website, how long customers spend visiting each page and how often they return to visit our website.

We ensure that any company which works with us and collects personal data satisfies the data protection requirements. If you have any more questions, please do [contact us](#) and we'll be happy to help.