

Employer Engagement & Work-based Learning

Policies and Terms & Conditions for Advertising, Attending & Hosting Careers Events with King's College London

This document applies to all organisations and bodies, including other divisions of King's College London, who wish to engage with King's Careers & Employability to promote, host or attend events and activities to our service user audiences across King's College London.

Third parties, intermediaries, recruitment processing and outsourcing agencies (RPOs) and recruitment agencies should also read our associated [Terms & Conditions and Policies](#) (pdf) which cover additional expectations on our engagement with these bodies.

Events hosted by King's College London (on our premises or virtually)

1. Definitions (in alphabetical order)

- 1.1 **Agent/Outsourcing Agent** means a supplier or intermediary who may be responsible for managing a campaign or creating opportunities on behalf of an end client – see our [Third Party, Recruitment & Outsourcing Agencies terms & conditions](#) (pdf).
- 1.2 **Associate Director (Employer Engagement & Work-based Learning)** refers to the postholder in King's Careers & Employability or their nominated deputy in their absence.
- 1.3 **Audience** may refer to our current Students, Research Staff and/or Recent Alumni.
- 1.4 **Booking(s)** means your booking for a Virtual or 'in person' Space at the relevant Event hosted by King's College London.
- 1.5 **Booking Request Form or Booking Form** refers to the online form which specifies the particulars of your request and/or any agreement between both parties.
- 1.6 **Campus(es)** refers to any or all of the five physical campuses where King's College London has an academic presence (Denmark Hill, Guy's, St Thomas', Strand, Waterloo).
- 1.7 **Careers Café(s)** refers to a specific event type hosted by King's College London to enable employers to engage with students in small group activity including, but not limited to, drop-ins, coffee chats or coffee mornings either Virtually or in person.
- 1.8 **Careers Fair(s)** refers to any physical or Virtual fair which is hosted by King's College London for the benefit of our students and alumni.
- 1.9 **Charge(s) or Fee(s)** refers to any monetary charge levied by us in respect of the provision as set out in a Booking Form.
- 1.10 **Data Controller** means a person, which alone or jointly with others, determines the purposes and means of the Processing of Personal Data.
- 1.11 **Data Processor** (which shall also be referred to as 'data process', 'data processes' or 'data processed') means a person which, alone or jointly with others, performs a set of operations performed on Personal Data or sets of Personal Data.
- 1.12 **Data Protection Legislation** means all applicable statutes and regulations in any jurisdiction pertaining to the processing of Personal Data, including but not limited to the privacy and security of Personal Data.
- 1.13 **Data Subject** means the individual to whom the Personal Data relates.
- 1.14 **Discover/Discover Careers In** refers to our series of employer and Alumni-led Virtual and in-person panel events held throughout the academic year.
- 1.15 **Employer Engagement** refers to the Employer Engagement teams of King's Careers & Employability, including Employer Relations & Development (ERD), Events & Experiential Learning (EEL) and our Work-based Learning (WBL) Unit, comprising Work-related Learning (WRL) or Global Placements (GP).
- 1.16 **Employer Masterclass** refers to an employer-led educational workshop which may cover the latest changes in your sector, case studies, guest lectures or similar as part of our employer delivery.

- 1.17 **Employer Presentation(s)** refers to any Event requested to be by You with King's College London as a bespoke Event, which may be a presentation, webinar, panel, conference or other.
- 1.18 **Employer Promotion(s)** refers to any Event requested to be hosted at King's College London by You as a bespoke Event, which may be an interior or exterior bespoke set-up, including but not limited to, coffee carts, installations, giveaways or other.
- 1.19 **Event(s)** specifies the event(s) as indicated in your booking request or form.
- 1.20 **Events & Experiential Learning Manager** refers to the postholder in King's Careers & Employability or their nominated deputy in their absence.
- 1.21 **Focused Festival(s)/Event(s)** refer to our series of themed pathways enabling employers to engage with our Students and Recent Alumni through drop-ins, webinars, Careers Fairs and associated content delivery, which may include Employer Masterclasses, Skills Workshops, Careers Cafes, Employer Presentations and Employer Promotions or other.
- 1.22 **IT System(s)** refers to those systems hosted or owned by King's College London or You for the purposes of hosting or conducting an Event virtually.
- 1.23 **KEATS** refers to the online virtual learning environment hosted by King's College London and which is used to share recordings with Students and recent Alumni. Whilst utilised for some Virtual Event activity, direct Organisation access is not available.
- 1.24 **King's CareerConnect** refers to the brand of the careers service management system utilised by King's Careers & Employability to host Event listings, organisation profiles and conduct Bookings.
- 1.25 **King's Careers & Employability** (which shall also be referred to as 'our', 'we' and 'us') means the careers service of King's College London, used in this document interchangeably with 1.26.
- 1.26 **King's College London** (which shall also be referred to as 'our', 'we' and 'us') means King's College London, a university with charitable status, established under Royal Charter and having its registered office at Strand, London WC2R 2LS, United Kingdom, used in this document interchangeably with 1.25.
- 1.27 **King's eStore/eStore** refers to the online shopping site of King's College London enabling you to pay any charges levied securely online.
- 1.28 **King's Food** refers to the commercial catering function of King's College London, through which all requests for catering or hospitality for 'in person' delivery are made via King's Careers & Employability.
- 1.29 **King's Venues** refers to the commercial events and conferencing function of King's College London.
- 1.30 **Networking Night(s)** refers to any physical or virtual networking night which is hosted by King's College London for the benefit of our students and alumni.
- 1.31 **Organisation(s)** (which shall also be referred to as 'employer', 'third-party', 'you' and 'your') refers to the person, firm or organisation which engages us to provide the Services at our Premises or using our IT Platforms, as set out in the Booking Request Form.
- 1.32 **Personal Data** means any information relating to an identified or identifiable living individual.
- 1.33 **Personal Data Breach** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise Processed.
- 1.34 **Premises** refers to any physical premises owned or managed by King's College London for the duration of the activity at which the relevant Event is taking place, as set out in the Booking Form (including buildings, sports grounds, accommodation and leased premises).
- 1.35 **Presentation Booking(s)** refers to hiring physical Space on our Premises or utilising our IT Platforms through us for a bespoke Event promoting your organisation.
- 1.36 **Recent Alumni/Alumni** refers to Alumni of King's College London who have completed a course of study within the last two years.
- 1.37 **Registration** refers to the process of pre-booking Students and Recent Alumni onto the Event(s).
- 1.38 **Skills Workshop** refers to our internally-designed series of virtual and 'in person' workshops, mock assessment simulations or practice interviews (branded Action Essentials) which Organisations are invited to take part or contribute to.
- 1.39 **Space** refers to a physical or Virtual allocation to host an Event at King's College London.

- 1.40 **Speed Meet(s)** refers to a specific Event hosted by King's College London to enable our Students and Recent Alumni to engage with individuals undertaking work across a variety of sectors to highlight their own individual experiences.
- 1.41 **Students** refers to currently enrolled Students of King's College London (or other agreed institutions where applicable).
- 1.42 **User(s)** refers to individuals who act on behalf of their Organisation to Register and engage with King's College London.
- 1.43 **Virtual** refers to any Event which is hosted online through our or your IT platforms.
- 1.44 **Virtual Campus/Virtual Learning Environment** refers to the concept of Student activity which is hosted in a Virtual capacity across the King's College London community in a fully-integrated Virtual learning environment.

2. General terms

- 2.1 Events hosted directly by or for King's College London will be open to King's College London students and recent alumni – please do not advertise events externally unless express permission is granted from us.
- 2.1.1 In certain circumstances we may allow you to open your own recruitment events to students of other select universities, however this is solely at the discretion of the Events & Experiential Learning Manager.
- 2.1.2 Where 2.1.1 is agreed, an additional fee will be levied on your booking.
- 2.1.3 Registration for all careers cafes, careers fairs, networking nights, speed meets, employer masterclasses and skills workshops will be managed through King's CareerConnect.
- 2.1.4 Registration of attendees for all employer presentations and employer promotions using King's spaces should be conducted through King's CareerConnect by default but on formal agreement from the Events & Experiential Learning Manager you may utilise alternative registration systems.
- If you wish to run your own registration when hiring our Space, we will assume non-King's Students may attend and the aforementioned additional fee will be levied on your booking by default.
 - Subject to UK government guidance at the time of Event(s), and as determined by King's College London policy, names of all staff, contractors or suppliers attending our events using our spaces may be requested, and must be provided to us at least 48 hours prior to the event taking place for compliance with internal procedures under direct consent in GDPR regulation.
- 2.1.4.1 Failure to supply or consent to the sharing of this information in the required format and time ahead of an Event/(s) will result in the immediate cancellation of your Event, with no refund due for any element or expenditure outlay.
- 2.1.4.2 Additionally, where 2.1.4 applies, names of attendees must be sent to King's Careers & Employability at least 48 hours before the event.
- 2.1.4.3 We may require that all employers, agents, suppliers, contractors and external audiences undertake any government-mandated testing within 48 hours of the event, should this be in policy at the time of the activity. If a positive test is determined, those individual(s) should not attend our Campuses.
- 2.2 We are unable to guarantee attendance at events we host.
- 2.2.1 We will oversubscribe events by up to 70% in order to accommodate any non-attendance on the day and operate a strict **Attendance Expectations & Etiquette Policy (pdf)** for students and recent alumni.
- 2.3 Booking of all commercial employer activity (including careers cafes, careers fairs, networking nights, speed meets, employer presentations and employer promotions) with us should be made through our Employer Engagement teams only.
- 2.3.1 King's Venues will review incoming bookings made direct with them and forward these for approval or rejection to our team.
- 2.3.2 Our decision shall be final with regard to progression of booking these activities on our premises, using our IT systems or using space owned or managed by King's College London.
- 2.3.3 Booking of space on our premises is subject to **King's Venues' terms and conditions**, which may include additional temporary measures.
- 2.3.4 King's has robust policies in place to ensure a safe ventilation and airflows across our Campuses.
- 2.4 Employer events and recruitment activity should be conducted in English unless there is a specific reason as to why the event is required to be undertaken in a different language.
- 2.4.1 Confirmation of this is at the sole discretion of the Associate Director (Employer Engagement & Work-based Learning).
- 2.5 The consumption – or distribution - of alcohol at events held on campus using our Space is permitted subject to relevant licensing requirements and when purchasing via King's Food.
- 2.5.1 However, we strongly encourage employers to not actively deliver events which are focused around alcohol consumption, or may inadvertently discourage engagement from Users who may not wish to engage in activity where alcohol is present.

- 2.6 The consumption – or distribution – of any other illegal or restricted substances at events held on campus using our Space is strongly prohibited. Organisations violating this clause will be withdrawn from active engagement and promotion and prohibited from participation in recruitment or engagement activity at King's College London, and law enforcement will be called if necessary.
- 2.7 We are unable to share personal data on any data subject with you or other external parties attending or hosting events.
- 2.7.1 Our audience can choose to share basic details (name, course and graduating year) with organisations attending our virtual careers fairs hosted on King's CareerConnect – this is processed on the basis of direct consent.
- 2.7.2 If you wish to otherwise collect personal data on any data subject at events, this is at your own discretion, and you are responsible for the collection, confidentiality and control of this data as data controller.
- 2.7.3 Neither King's Careers & Employability, nor King's College London will be liable for any personal breach of data protection or confidentiality in these circumstances.
- 2.8 All events and activities will be promoted through our King's CareerConnect platform.
- 2.8.1 By participating in our *Discover Careers In* events and speed meets as a speaker and/or alumnus we will request completion of a short online form containing information on your background, some of which would constitute 'personal data' under the terms of GRPR, explicitly: Race; Ethnic Origin; Political Opinions; Religious or Philosophical Beliefs; Sexual Orientation (and preferred pronouns).
- This is processed under 'consent' for the purposes of sharing with our audience on the event listings, providing them with information on your background and lived experiences and will be utilised as outlined in our **Confidentiality, Data Protection & Privacy Statement**.
- 2.8.1.1 You are not obligated to complete the information requested.
- 2.8.2 We record or lecture capture many of our physical and virtual events so we can share them with students through KEATS.
- 2.8.3 All event data contained within listings (including speaker biographies) are automatically archived two years following the last date of their occurrence as per our **King's Careers & Employability Confidentiality, Data Protection & Privacy Policy** (pdf).
- 2.8.4 In submitting a booking request form, you are requesting that this appear on our website(s) and grant permission that we may reproduce the event (in whatsoever form we see appropriate) through other advertising services we consider viable (e.g. social media).
- 2.9 External organisations may not use our crest, logo or logo of any of our faculties, departments or schools without express advance written permission from us via brand@kcl.ac.uk

3. Booking procedures and joining instructions

- 3.1 All event bookings or requests must be notified using the relevant booking request form available on our website (www.kcl.ac.uk/employers).
- 3.1.1 No bookings or attendance will be confirmed using any other means and we reserve the right not to honour any arrangements or interest which does not comply with this process (e.g. via email).
- 3.2 All booking request forms will usually be acknowledged within five working days of receipt; however, submissions are not confirmed until written confirmation is sent.
- 3.2.1 Where organisations are advertising their own activity, this will not be acknowledged by our team unless of an explicit clash with an existing careers fair, networking night or internally planned activity.
- 3.2.2 Where a bespoke event is agreed, it is not confirmed until we send you the direct booking and payment links in King's CareerConnect.
- 3.2.3 You must then book into the event at least seven days before the event date.
- 3.2.4 If your event requires catering, you must book on to the event at least 14 days before the event date, or catering will not be guaranteed.
- 3.2.5 If you have not booked in seven days before the event, we cannot guarantee the event will take place.
- 3.2.6 A link to an online set of joining instructions will be distributed at least seven days before your event containing detailed information on:
- *Your specific event*
 - *Understanding our event portfolio and audience (including international students and visa advice)*
 - *Diverse, Equitable & Inclusive representation*
 - *Environmental, Social & Corporate Governance / Sustainability*
 - *Photography, Marketing & Recording Consent*
 - *Campus Security & Access Protocols*
 - *Data Collection & Privacy*
 - *Artificial Intelligence support*
- 3.3 Submission of a booking request does not guarantee an event will be hosted or a space at our events as we seek to offer the most appropriate range of organisations for each event and therefore reserves the right to decline a booking request.

3.4 We reserve the right not to host any events which are deemed not to meet the best interests of our students and alumni. This may include:

- 3.4.1 Events from organisations who do not meet our overarching Statement of Professional Standards & Terms (pdf), including those which may bring the University or our audience into disrepute or be deemed of a reputational risk.
- 3.4.2 Events which do not meet the requirements of the University Policy on Equality, Diversity & Inclusion.
- 3.4.3 Events which do not meet the requirements of the University Religion & Belief Policy.
- 3.4.4 Events which require excessive amounts of personal data to be distributed by data subjects.
- 3.4.5 Events which do not provide a clear and detailed description of what they entail.
- 3.4.6 Events which charge our audience to attend, require a deposit for attendance or advertise paid services.
- 3.4.7 Events which primarily offer the same services as those offered by us or scheduled at times inconvenient to our audience.

4. Payment terms

- 4.1 Where a fee(s) is levied for hosting or attending an event, payment is made either through King's eStore (focused festivals, careers fairs, networking nights, presentations, promotions, careers cafes) *or* Invoice (where payment is not possible via our eStore or for bespoke activity) – *please note, King's eStore does not accept payment via American Express.*
 - 4.1.1 Payment of fees or charges for all event activity is required upfront, in advance of the event taking place, including any additional fees levied by King's Food for payment of catering.
 - 4.1.2 Payment of charges is accepted in pounds sterling only to the account shown on university invoices/King's eStore.
- 4.2 Invoices will be usually raised within 14 days of your booking confirmation and sent to your central Accounts Payable team as outlined from the details completed in your initial booking request – note, we are unable to send invoices direct to contacts in the graduate recruitment, HR or other similar team within your organisation with all payment due within 30 days of the invoice date.
- 4.3 In both cases outlined in 4.1, payment can be made by credit or debit card for immediate receipt of purchase.
- 4.4 You are responsible for paying any associated bank charges which may arise through payment of the charges including overseas currency conversion for transactions.
- 4.5 King's Careers & Employability reserves the right to make an administration charge of £60.00 in the case of reissuing of an invoice for any of the following reasons:
 - 4.5.1 Supplied incorrect details on the booking request form.
 - 4.5.2 Neglected to inform us that invoicing details had changed subsequent to booking.
 - 4.5.3 Did not provide purchase order number or other required information.

5. Cancellation and termination policy

- 5.1 We reserve the right to cancel any booking(s) for which any payment due has not been made via King's eStore prior to the event taking place, or within 30 days of receipt of an invoice (whichever is sooner).
- 5.2 Notification of cancellation for events hosted by us must be provided in writing to employers@kcl.ac.uk
- 5.3 Organisations cancelling attendance at **speed meets, careers fairs, networking nights, employer masterclasses or skills workshops** will incur charges as below:
 - 5.3.1 Less than 12 weeks' notice: 50% of the total bill.
 - 5.3.2 Less than 8 weeks' notice: 100% of the total bill.
- 5.4 Where there is no charge for a careers café, careers fair, networking night, masterclass or workshop, a fee of £100 + VAT will be applied to any non-attendance or cancellation where less than 3 weeks' notice is given.
 - 5.4.1 5.4 is also liable to be enforced for careers fairs and networking nights where the organisation determines to leave the event earlier than the stated end time.
- 5.5 Organisations cancelling attendance for standalone **employer presentations/events, spotlight promotions or Careers Centre takeovers** will incur charges as below:
 - 5.5.1 Less than 4 weeks' notice: 50% of the total bill.
 - 5.5.2 Less than 2 weeks' notice: 100% of the total bill.
 - 5.5.3 Where organisations have agreed additional catering through King's Food, you may still be liable for these costs on separate terms.
 - 5.5.4 In particular, where an event of catering is cancelled less than 10 days before the event, you will still be liable for the cost of the catering.

- 5.6 Organisations failing to attend their booked event will still be liable for the full payment of associated charges.
- 5.7 We reserve the right to terminate any event up to and including the day of the event, and in doing so, your booking immediately on giving written notice, and without liability to you, if:
- 5.7.1 You have not completed your online stand profile two weeks ahead of the date of a virtual careers fair.
 - 5.7.2 You have not made full payment of all associated fees or charges.
 - 5.7.3 You are in material breach of your obligations as outlined in this document and such a breach is failed to be reminded within seven days of written notification from us.
 - 5.7.4 We become aware that your booking may prejudice our reputation and/or breach any of the policies referenced in this document (or more widely which we are bound to adhere) and/or cause damage to premises or prejudice the comfort or enjoyment of any person on, or in the vicinity of these premises and/or pose a health and safety risk to us or any person on, or in the vicinity of the premises.
 - 5.7.5 You cease, or threaten to cease, to carry on business or the provisions of any of 3.4 apply.
- 5.8 Where we cancel an event for reasons within our control, or significantly amend the event format from the originally advertised terms, organisations will be entitled to a full refund for any fees levied directly on the event itself.
- 5.9 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, adverse weather conditions, fire, flood, earthquake, elements of nature or Acts of God, pandemics, acts of war, terrorism, riots, malicious damage, civil disorders, rebellions or revolutions, strikes or lockouts, court orders, police orders, or third-party failure or non-performance.

6. Physical careers fairs and networking nights or promotional activity

- 6.1 We reserve the right to allocate attendees at careers fairs and networking nights to whichever physical stand position or location is deemed appropriate by us.
- 6.2 At careers fairs, due to space restrictions, we will only allow two single pull-up banners or one double-standard width pull up banner and will refuse the erection of stands or installations larger than this.
- 6.3 At networking nights, we may allow one single pull-up banner to be displayed adjacent to your given location in the room.
- 6.4 For employer promotions, due to space restrictions in some locations, we reserve the right to refuse the erection of stands larger than 3m or three panels wide and 1.8m deep and to make a charge of up to 30% of the cost of attendance for failure to comply.
- 6.5 Organisations wishing to send materials and/or equipment to events are able to do so as below:
- 6.5.1 *Events at Strand Campus:* Please be aware that due to the pedestrianisation of the Strand Aldwych, deliveries are currently limited to before 10:00 only. This may change and clarification should be sought from the [Strand Aldwych website](#).
 - *Strand South:*
‘[organisation name], [event name], Events & Experiential Learning, Employer Engagement, King’s College London, Strand Lane, London WC2R 2LS’.
 - *Strand North (Bush House Complex):*
‘[organisation name], [event name], Events & Experiential Learning, Employer Engagement, King’s College London, Post Room, Bush House, 30 Aldwych, London WC2B 4BG’.
 - 6.5.2 *Events at Waterloo Campus:*
‘[organisation name], [event name], Events & Experiential Learning, Employer Engagement, King’s College London, Post Room, Loading Bay, Franklin Wilkins Building, 150 Stamford Street, London SE1 9NN’.
 - 6.5.3 *Events at Denmark Hill Campus:*
‘[organisation name], [event name], Events & Experiential Learning, Employer Engagement, Goods In, King’s College London, James Black Centre, 125 Cold Harbour Lane, Camberwell, London SE5 9NU’.
 - 6.5.4 *Events at Guy’s Campus:*
Full details will be provided by the Employer Engagement function in advance of your event.
 - 6.5.5 *Events on other King’s College London premises:*
Full details will be provided by the Employer Engagement function in advance of your event.

7. Health and safety

- 7.1 Organisations shall comply with guidance or regulations provided by our staff in connection with any electrical appliances, erection of stands and/or auxiliary materials, power supplies, vehicles or equipment as necessary.

- 7.2 Organisations shall comply with guidance or regulations provided by King's College London or our staff to ensure safety of individuals, specifically during any government-mandated lockdowns health protocols, including safe distancing, wearing of face coverings (unless medically exempt), one-way routes and systems, regular hand-washing and/or use of hand sanitisation facilities on our premises.
- 7.3 We reserve the right to cancel any booking or event, or attendance at an event which poses a health and safety risk, or where users and/or organisations are in breach of either 7.1 or 7.2 at no cost to us.
- 7.4 You should follow guidance outlined in our briefing documentation and thorough signage situated in the premises or notifications when using our IT platforms.
- 7.4.1 Please ensure your attendees, employees, agents, sub-contractors, security personnel, delegates and guests (as applicable), are aware of these instructions and the relevant evacuation assembly point as guided.
- If you, (or any of your attendees, employees, agents, sub-contractors, security personnel, delegates and guests) have any disability that might require assistance for an emergency evacuation, please inform a member of our team prior to the event.
- 7.5 **Risk Assessments**
- 7.5.1 Organisations undertaking an event requiring construction of stands, tents or other exhibition stands should submit a risk assessment to the Events & Experiential Learning Manager a minimum of seven days ahead of the planned date of the activity via employers@kcl.ac.uk
- 7.5.2 You may also be required to provide a health risk assessment for your event on campus.
- 7.6 No naked flames, laser pens, gas cylinders, drones or other unmanned aerial vehicles (AEVs), gas inflated balloons, paper decorations or explosive devices are to be brought onto our premises without our written permission.
- 7.7 Smoking (including vaping) is prohibited across our premises.

8. Indemnity for injury and/or damage to property

- 8.1 We do not accept liability for any loss, damage, cost or expenses incurred which may arise in respect to any property and/or equipment brought onto our premises, using our IT platforms, sent to events or left following the completion of an event.
- 8.2 Except in circumstances where King's College London is proven to be negligent, individuals agree, both on their own behalf and on behalf of their organisation(s) that they will be responsible and release and indemnify the university and its staff from liability for personal injury, accidents or fatality.
- 8.3 All materials and/or equipment should be clearly labelled with the organisation's details, return name and address and arrive on the day of the event and be removed following conclusion of the event.

9. Photography, recording and filming

- 9.1 We reserve the right to take photographs, screen captures and video at events held on our premises or via our IT systems.
- 9.2 Images/video taken may be used for marketing materials in both print and digital form and available to both internal and external audiences.
- 9.3 We record or lecture capture many of our physical and virtual events so we can share them with students through KEATS.
- 9.4 By submitting a booking request you are granting us permission to undertake photography and filming and use these images/videos in our marketing.
- 9.5 If, for whatever reason, you wish for an image/video to be removed please contact employers@kcl.ac.uk and this will be actioned within 14 days of receipt of your request.
- 9.6 Organisations wishing to film, record or photograph any event on our premises or using our systems must request permission no less than two weeks' in advance to employers@kcl.ac.uk
- 9.6.1 Permission is granted at the discretion of the Events & Experiential Learning Manager.

10. Student protest and security

- 10.1 Where the potential for attracting student or external protest exists organisations will notify King's Careers & Employability via employers@kcl.ac.uk with at least 72 hours' notice prior to an event (whether physical or virtual) taking place.

- 10.2 We will seek appropriate advice from our own IT or security teams and provide clear information to students of any requirements to ensure personal safety.
- 10.3 We will not directly pass personal data on our audience to external partners, such as employers without express consent from data subjects, in compliance with the General Data Protection Regulation.
- 10.4 We will agree roles and procedures, giving due regard to the University's policy on Freedom of Expression, External Speakers Policy alongside policies localised policies and procedures for the management of protest/industrial action/occupation.

11. Third-parties, recruitment agencies and intermediary suppliers

- 11.1 Direct recruiters will be given priority for all engagement with King's Careers & Employability.
- 11.2 We will not permit recruitment organisations, third party recruiters, professional bodies or other educational providers to hold employer presentations, skills workshops, masterclasses, careers cafes or an employer promotion.
- 11.3 Attendance at networking nights and careers fairs is at the sole discretion of the Events & Experiential Learning Manager.
- 11.4 Where organisations utilise the services of outsourcing companies to manage aspects of their recruitment activity, we require that representatives in attendance are from the direct employer and will require written confirmation from the direct employer.

12. Environmental sustainability

- 12.1 A copy of our environmental policy (pdf) is available online which applies to all events and activities hosted by us.
- 12.2 It is your responsibility (and that of any employees, agents, sub-contractors and delegates) to ensure that all activities hosted by us are carried out in accordance with this policy.

Events hosted by organisations (on non-King's premises or virtually)

- 1. We will advertise, free of charge, careers-related physical and virtual events to our students and recent alumni including (but not limited to) employer presentations, networking events, skills workshops, webinars and conferences.
- 2. Organisations wishing to advertise such events must complete the relevant request form on our website to ensure it is listed on our King's CareerConnect platform.
- 3. We will not accept events by email, post or delivered in hard copy.
- 4. We reserve the right not to advertise any events which are deemed not to meet the best interests of our students and alumni. This may include:
 - 4.1.1 Events from organisations who do not meet our overarching Statement of Professional Standards & Terms (pdf), including those which may bring the University or our audience into disrepute or be deemed of a reputational risk.
 - 4.1.2 Events which do not meet the requirements of the University Policy on Equality, Diversity & Inclusion.
 - 4.1.3 Events which do not meet the requirements of the University Religion & Belief Policy.
 - 4.1.4 Events which require excessive amounts of personal data to be distributed by data subjects.
 - 4.1.5 Events which do not provide a clear and detailed description of what they entail.
 - 4.1.6 Events which charge our audience to attend, require a deposit for attendance or advertise paid services.
 - 4.1.7 Events which primarily offer the same services as those offered by us or scheduled at times inconvenient to our audience.

Competitions and awards organised by organisations

- 1. We may advertise competitions, business games and awards on our website and via our social media channels, but not on King's CareerConnect.
- 2. We request that organisations submit a summary of the opportunity, including a link to access further information using this online form

Updated: January 2025

Andrew Wright, Associate Director (Employer Engagement & Work-based Learning)

King's Careers & Employability is a member of the Association of Graduate Careers Advisory Services (AGCAS) and as such upholds their codes of best practice in graduate recruitment.