



The Times Top 50 Employers for Women – Taking action on gender equality List 2022

Terms and Conditions of Entry

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1. Eligibility

General

- a. The Times Top 50 Employers for Women List (“Award”) is open to any employer in the United Kingdom.**

These terms and conditions should be read in conjunction with the Information and Guidance Awards The Times Top 50 21-22 document for entry to The Times Top 50 Employers for Women List (“Guidance Notes”) and The Times Top 50 Promotion fee and Logo pricing 2022 document both of which can be found on our website.

- b. Entries are welcome from small, medium and large private sector businesses, public sector bodies, and voluntary organisations. By “private sector” we mean businesses that make a profit through the provision of goods or services.**

Primary Purpose

- c. Activities described in the entry should go above and beyond any legal/statutory/regulatory requirements placed upon the business/organisation.**

2. Submitting entries

All entries must be submitted through an online entry form. A weblink to the entry form will be emailed to entrants upon request. Further details of how to enter can be found in the Guidance Notes.

Deadline

- a. The deadline for entries and other key dates relating to the Awards are provided in the Guidance Notes (“Submission Schedule”).**
- b. Business in the Community (“BITC/We”) will not accept entries after the deadline. Any entries received after the deadline will not be considered.**
- c. If there are any technical issues with the Awards platform that prevent applicants from submitting an entry, BITC will extend the deadline for a discretionary period.**

Support

- d. Email support is available at TimesTop50@bitc.org.uk.**

Submission criteria

- e. The Guidance Notes contain information on the submission process and information required. BITC will only recognise entries submitted through our online entry form.**

- f. Entries submitted via email, as a word or pdf-document will not be accepted.**
- g. BITC will check each submission is in accordance with the Guidance Notes. Entries that do not comply with the requirements stipulated in the Guidance Notes may be disqualified.**
- h. All entries must include a high-resolution version of the organisation logo (accepted file formats are .eps, .svg or .ai under 100mb). Instructions for uploading your logo to your entry are provided in the online entry form.**

3. Submission confirmation

You will receive an email confirming if your entry has been successfully submitted. Please note, this is not confirmation your entry has been accepted for assessment.

- a. If you do not receive an email within 48 hours of submitting your entry (please check your junk mail inbox), your entry may not have been submitted successfully. Please contact the awards team at TimesTop50@bitc.org.uk if you don't receive it. (Monday to Friday 9am-5pm).**
- b. BITC does not take responsibility for entries that do not progress to the assessment stage for example because they are incomplete, lost, delayed, or not properly submitted.**

4. Information provided by you

By submitting your entry, you

- a. confirm you have the authority and permission to provide all the material, including case studies, personal data, logos and information about your organisation used in your submission ("Material(s)"), and for the use of these Materials by BITC in our publications, website, email and social media channels in accordance with the Guidance Notes. Entrants who wish to specify elements of their submission, as sensitive, should contact TimesTop50@bitc.org.uk;**
- b. accept that, content from entry forms may be shared with The Times newspaper's editorial team to provide background information in the development of the Times Top 50 Employers for Women content. BITC will advise your organisation should it and/or The Times intend to publish an article in relation to your organisation;**

- c. accept that BITC is committed to sharing good practice amongst its network of members. If you are selected as a Times Top 50 Employer for Women, the case study you provide in your entry may be used by BITC as an example to support our campaigns, programmes and charitable purpose; and**
- d. we may edit the information you supply including the case study for the purposes of word count and consistency for publication without prior approval.**

5. Length of entry and word limits

Word limits are specified in the Guidance Notes and in the online entry form. Answers that exceed specified limits will be automatically cut off at the limit. Only your organisation logo should be uploaded with your entry. BITC will not accept uploaded additional word/PDF documents or images as part of your entry.

Confidentiality agreements and access to your information

- a. All assessors and judges are required not to use or disclose any information to which they are privy to in their role as an assessor or judge. All information you provide as part of the online entry process for the Awards is treated with the strictest confidence and only those individuals who are assessing and judging your entry will have access to it for the purposes of their role as an assessor or judge. By submitting an entry, you confirm that the information contained within your submission is a true reflection of your programme/initiative.**
- b. BITC shall be entitled to use the Materials as set out in the Guidance Notes. It is your sole responsibility to obtain all necessary permissions, licences and consents for Material you provide to BITC. BITC and its partners and sub-licensees shall not be required to obtain any permissions, licences or consents for use of Material and BITC shall have no liability to any party in respect of its use of such Material save in respect of Material specifically identified as sensitive in accordance with these terms and conditions.**

6. Information and data protection

By entering the Award you are required to provide us with personal information. We will only use any personal information you provide to us as set out in our Privacy Policy. Our Privacy Policy can be viewed at <https://www.bitc.org.uk/privacy-and-terms-of-use>.

- a. We both agree to comply with laws or regulations relating to the processing of Personal Data, as applicable to us or to the Award, including, without limitation (and to the extent to which they are in force in the UK);***
- the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018;***
 - the Privacy and Electronic Communications (EC Directive) Regulations 2003 (and/or any EU Regulation or other law which replaces it); and***
 - all other applicable laws and regulations relating to the processing of Personal Data and privacy, including statutory instruments and modifications or replacements of those laws mentioned above.***
- b. We may collect specific information about your organisation through the Award assessment including, but not limited to, your company name, company registration number, location, business sector, turnover, number of employees and information about your business practices. The purpose of collecting the information listed is to help us to assess and analyse the responsible behaviour of your organisation to determine whether to include your organisation in the list of Top 50 Employers for Women, as well as gain insight as to the responsible behaviour and performance of all entrants and within specific business sectors. We may disseminate such analysis and insight on an aggregate or anonymised basis, for the purposes of publicising issues relating to responsibility in businesses and to help other organisations become more responsible. By accepting these Terms and Conditions, you agree that we may publish your information in an aggregated or anonymised form in any insights report we may produce and in such other commentary and analysis as is produced by us.***

Your Rights and Responsibilities

- c. You have the right to access the personal data which we hold about you and to have any errors corrected. It is your responsibility to ensure that we have correct contact information. This will enable us to provide you with the best service possible.***
- d. If at any time you wish your personal data to be completely removed from all our systems, or if you just want to update any personal data we have about you, please***

send an email to data-protection@bitc.org.uk, or write to us at 137 Shepherdess Walk London N1 7RQ marking your letter **FAO: Data Protection Officer**.

7. Other terms and conditions

- a. Any costs associated with you entering the Award, including the promotion fee (as set out in the Guidance Notes) and attendance at any Award events, shall be borne solely by you. Information on the promotion fee, and logo licensing which may be incurred by you can be found in “The Times Top 50 Promotion fee and Logo pricing 2022” document on our Website (please contact us if you require further information).**
- b. BITC accepts no responsibility for any damage or loss (direct, indirect, consequential, loss of opportunity or otherwise), of whatever nature, incurred or suffered by you as a result of entering the Awards including accepting any prizes awarded. In addition, submission of entries via the Awards platform is at your risk and BITC does not accept liability for any loss or damage suffered by you as a result of use of the platform.**
- c. BITC is under no obligation to publish or exhibit any entry.**
- d. Upon entering the Awards, each entrant:**
 - **grants BITC a royalty-free, irrevocable licence to copy, edit, display, publish, broadcast and make available their Material (save for that accepted as sensitive in accordance with 4a above) in any format in connection with the Awards or promotion of the Awards (including at www.bitc.org.uk as necessary) including through a third-party Awards partner (for example The Times Newspaper);**
 - **agrees that BITC may publish their company name, programme/initiative name, CEO name and other information in connection with BITC’s use of the material;**
 - **warrants that the Material submitted with their entry is their own or the relevant team's original work, that it is not defamatory and that it shall not infringe any third-party rights including, without limitation, privacy or data protection rights;**
 - **agrees that BITC may grant to its partners and/or associated companies a sub-licence of the rights licensed to BITC under these terms and conditions on such**



terms as BITC shall agree in its sole discretion including, without limitation, in relation to the publication of Material; and

- *warrants they are authorised to act on behalf their organisation and its Chief Executive (or equivalent), and the information submitted is a true reflection of their business' programme/initiative, policies, activities and performance.*
- e. *BITC reserves the right at any time to modify or discontinue the awards or any feature thereof with or without prior notice.*

Complaints Procedure

- f. *Any complaints regarding the Awards can be made directly to BITC by emailing TimesTop50@bitc.org.uk*

Governing Law

- g. *The Awards and these terms and conditions shall be governed by English law.*

8. Awards team contact details

Email: TimesTop50@bitc.org.uk

1st November 2021

