



# The Times Top 50 (TT50) Employers for Gender Equality 2025: Terms and Conditions

## Terms and Conditions for Entry

These terms and conditions should be read in conjunction with The Times Top 50 for Gender Equality FAQs.

### 1. Eligibility

#### General

- i. The Times Top 50 Employers for Gender Equality List (“Award”) is open to any employer in the United Kingdom.
- ii. 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.

### 2. Submitting entries

- iii. To begin the application process, businesses should register their interest through our website. After registration, you will receive a unique application link via email. Further details of how to enter can be found in the FAQs.

#### Deadline

- iv. The deadline for entries and other key dates relating to the Awards are provided in The Times Top 50 for Gender Equality FAQs (“Timelines”).
- v. Business in the Community (“BITC/We”) will not accept entries after the deadline. Any entries received after the deadline will not be considered.
- vi. If there are any technical issues that prevent submission, BITC will extend the deadline for a discretionary period.

#### Support

- vii. Email support is available at [TimesTop50@bitc.org.uk](mailto:TimesTop50@bitc.org.uk).



## Submission criteria

- viii. The FAQs contains information on the submission process. BITC will only recognise entries submitted through our online entry form. Entries submitted via email, as a word or pdf-document will not be accepted.
- ix. BITC will check each submission. Entries that do not comply with the requirements stipulated may be disqualified.
- x. 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.
- xi. We ask that you keep a copy of your submission as these are hard to retrieve due to the way the award is assessed.
- xii. BITC does not take responsibility for entries that do not progress to the assessment stage. For example, if they are incomplete, lost, delayed, or not properly submitted.

### 3. Information provided by you

By submitting your entry, you:

- xiii. 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. Entrants who wish to specify elements of their submission, as sensitive, should contact [TimesTop50@bitc.org.uk](mailto:TimesTop50@bitc.org.uk).
- xiv. 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 Gender Equality content. BITC will advise your organisation should it and/or The Times intend to publish an article in relation to your organisation.
- xv. 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 Gender Equality, the

information you provide in your entry may be used by BITC as an example to support our campaigns, programmes and charitable purpose; and

- xvi. We may edit the information you supply including the case study for the purposes of word count and consistency for publication without prior approval.

#### **4. Length of entry and word limits**

- xvii. Word limits are specified in FAQs 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.

#### **5. Confidentiality and access to your information**

- xviii. All assessors are required not to use or disclose any information to which they are privy to in their role as an assessor. 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. By submitting an entry, you confirm that the information contained within your submission is a true reflection of your programme/initiative.
- xix. BITC shall be entitled to use the materials as set out in the FAQs. 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**

- xx. By entering the awards, 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](#).



- xxi.** 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.

We may collect specific information about your organisation through the assessment including, but not limited to:

- Your company name
- Company registration number
- Location
- Business sector
- Number of employees
- 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 Gender Equality.

It is also to gain insight into the 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

- xxii.** 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.
- xxiii.** 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](mailto: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

- xxiv.** Any costs associated with you entering the awards, including the listing fee (as set out in the FAQ document) and attendance at any Award events, shall be borne solely by you. Information on the listing fee, logo licensing and any additional feedback costs which may be incurred by you can be found in "The Times Top 50 Employers for Gender Equality 2025: FAQs" document.
- xxv.** BITC accepts no responsibility for any damage or loss (direct, indirect, consequential, loss of opportunity or otherwise), of any nature, incurred by you as a result of entering the Award or use of the award platform.
  - BITC is under no obligation to publish or exhibit any entry.

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](http://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
- 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.
- BITC reserves the right at any time to modify or discontinue the awards or any feature thereof with or without prior notice.

### **Complaints Procedure**

Any complaints regarding the awards can be made by emailing the Gender Equality team at [TimesTop50@bitc.org.uk](mailto:TimesTop50@bitc.org.uk).

### **Governing Law**

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

## **8. Awards team contact details**

If you have any questions, please email our Gender Equality team at [TimesTop50@bitc.org.uk](mailto:TimesTop50@bitc.org.uk).