Washington Post Careers Privacy Policy

Welcome to Washington Post Careers (the “Site”). This Site is provided by WP Company LLC (The Washington Post) (“we” or “us”). We value your privacy. This Privacy Policy gives you information about our practices with respect to the personally identifiable information – information that could reasonably identify you – that we collect in connection with this Site. Whenever you provide personally identifiable information to us, we will make an effort to link to our privacy policy.

I. Collection of Information

We may ask you to provide personally identifiable information for various reasons and at various times. For example, when you search, apply for or inquire about a job, we may ask for or require your contact information (e.g., your name, e-mail address, and telephone numbers); and we may collect your resume and other materials related to your application and the hiring process (e.g., employment history, educational background, and work status). We may also ask you for other information at other times – such as when you contact us with a question or request that we e-mail information about a job opening to one of your friends. We may combine the information we collect through the Site with information with other information (including personally identifiable information) about you that we may have collected from other sources, including that we may have gathered through affiliated websites or offline during the application or hiring process.

We may automatically collect other information about you when you use this Site. For instance, our web servers automatically collect certain non-personally identifiable information, such as which pages each user visits, the domain name of visitors, and users’ IP address, Web browser software (such as Internet Explorer), and referring web site. In addition, we may place a “cookie” (a small, unique identifier text file) to remember who you are. We also may include other information in our cookie files; for example, if you arrived at the Site via a link from third-party site, we may include the URL of the linking page. You may opt out of the cookies delivered by us by changing the setting on your browser. Please be aware that this will disable all cookies delivered to your browser, not just the ones delivered by us. We may combine all of this information with other information, including personally identifiable information, we have collected about you.

II. Use of Information
We may use the information, including personally identifiable information that we have collected about you in several ways, such as:

- In connection with our hiring and employment processes, including to facilitate, review, and process your application or other requests; to confirm, monitor, or communicate with you with respect to your inquiries; to solicit or respond to your questions or comments; and to advise you of related opportunities or contact you generally about our businesses.
- To inform you of material changes or additions to the Site, this Privacy Policy, or our terms and conditions; or to contact you with legal notices.
- To send you information, surveys, and other material from us, our affiliates, and other companies that may be of interest to you.
- To conduct research on our users’ demographics, interests and behavior, to analyze traffic patterns, and generally for business analytics.
- In other ways as described to you at the point of collection or otherwise.

III. Sharing of Information

We may share the information, including personally identifiable information that we have collected about you in limited circumstances, including:

- With our parent company and our corporate affiliates.
- With vendors providing services for The Washington Post (such as hosting vendors, list managers who facilitate communications on our behalf, and service providers who assist with our human resources processes).
- When we have reason to believe that disclosing this information may be necessary to identify, contact or bring legal action against someone who may be violating our Terms and Conditions or may be causing injury to or interference with (either intentionally or unintentionally) the rights or property of us or anyone else that could be harmed by such activities, or when disclosure is required by law.
- In the event that our ownership changes as a result of a merger, acquisition, or corporate transfer to another company.
- With other individuals in connection with certain functionalities (e.g., when you use our option to e-mail information about a job opening to a friend).
- In aggregated or otherwise non-personally identifiable form, with advertisers or other entities for business analytics or marketing purposes.
- Otherwise pursuant to your consent.
IV. Access to Information

You can access and update personally identifiable information that you have provided to us by visiting your account page on the Site. You can also request that we deactivate your account by e-mailing us at life@washpost.com.

V. Data Security

We have in place administrative, technical, and physical measures to protect the information we collect online. However, we cannot guarantee the security of our database, nor can we guarantee that the information you supply will not be intercepted while being transmitted to us over the Internet. Where commercially feasible, we will not retain the application materials of candidates whom we do not hire for longer than two (2) years from the date of submission.

VI. External Links

If any part of this Site links you to other websites, please note that those websites do not operate under this Privacy Policy. We recommend that you examine the privacy statements posted on those other sites to understand their procedures for collecting, using, disclosing, and protecting personal information.

VII. Persons Under Age 13

In general, we do not knowingly collect personally identifiable information from individuals under the age of 13. Please do not send any information about yourself to us if you are under the age of 13. Should we learn that a person under 13 has provided us with personal information, we will delete that information from our database.

VIII. Material Changes to This Privacy Policy

If we need to materially change this Privacy Policy in the future, we will notify you by sending a notice to the primary e-mail address specified in your account or by placing a prominent notice on the Site. Please note that you are responsible for updating your information so that we have your current e-mail address, and for checking the Site and Privacy Policy periodically for notice of changes. Changes to this Privacy Policy may affect our use of personally identifiable information provided to us prior to our notification to you of the changes. Therefore, if you do not wish to permit changes in our use of your
information, you must notify us prior to the effective date of the changes that you wish to terminate your account with us.

IX. Contacting Us

If you have questions about this Privacy Policy, please contact us at life@washpost.com.

Effective date: October 1, 2021