



Summer Internship: American Express In-House Legal Team 2024

Our Summer Internship will give you the opportunity to experience first-hand the workings of an in-house legal team. The position of Summer Intern at American Express enables you to enhance your practical experience while giving you the opportunity to directly support our team of lawyers, gaining exposure to a wide variety of matters from product to regulatory to commercial.

Why American Express?

Talk to our people and you'll find out what we're all about. Open, creative, collaborative, and innovative are just some of the expressions you'll hear. It's our culture that makes American Express an outstanding place to work, and a big part of why we regularly win best workplace awards all over the world.

With the right backing, people and businesses have the power to progress in incredible ways. When you join Team Amex, you become part of a global and diverse community of colleagues with an unwavering commitment to back our customers, communities, and each other.

American Express has a deep-rooted culture of learning for all colleagues and you will be supported at every step of your journey with us. You will work on projects that have real and long-lasting impact on our business, as well as growing your technical expertise, we will also support your development through a curated program of networking and learning experiences.

What might the role involve?

Successful candidates will be directly supporting our team of lawyers, tasks will vary and may include legal research, document review, data analysis, contracts and knowledge management and identifying regulatory developments.

What skills and attributes are we looking for in applicants?

- Law student in the second year (minimum) of a qualifying law degree, or undertaking further legal studies (e.g., LLM, GDL, LPC, CPE)
- Must have completed Contract Law module(s)
- Must **NOT** hold a Training Contract offer.
- Strong interpersonal, verbal and written communication skills
- Accuracy and strong attention to detail
- Strong organisation and time management skills
- Self-starter, proactive, with a willingness to learn.
- Fluent in English, with another European language an advantage (but not required)

Further details:

Location: Hybrid (3 days in Office, London Victoria)

**Please note, employment eligibility to work with American Express in the UK is required as the company will not pursue visa sponsorship for these positions. This role may be subject to additional background verification checks.*

Duration: 8 weeks (15 July – 6 September 2024)

Schedule: 5 days per week

Remuneration: £85 per day

Equal Opportunities Statement: American Express is an equal opportunity employer and makes employment decisions without regard to race, colour, religion, sex, national origin, disability, or any other status protected by law.

If this is right for you, please send your CV, application form and completed contextual questionnaire to GCOEMEAInterns@aexp.com by 29th March 2024.

Please let us know if you require the application form in a different format or if you require any additional support throughout the recruitment process. Please contact jo.ratcliffe@aexp.com if you prefer to discuss reasonable adjustments confidentially with a member of our team.

Please note, this Summer Internship is a great opportunity to gain legal experience but will not lead to a Training Contract.



Summer Internship Application Form 2024

Answer all questions in continuous prose and within the specified word limit, any answers that exceed this limit will not be considered.

- 1. Why have you chosen to apply to American Express? (150 words max)**
- 2. What makes you a suitable candidate for this role? (150 words max)**
- 3. Discuss a current business news story that has attracted your attention. (250 words max)**



Contextual Data Questionnaire

This data will be used only for the purposes of recruitment. Please refer to our Privacy Statement attached.

Name:

1) Do you have the right to work in the United Kingdom for the duration of this scheme?

Yes	
No	

2. Did you mainly attend a state or fee-paying school between the ages 11 – 18?

UK State School	
UK Independent/Fee-paying School	
Attended school outside the UK	
Prefer not to say	

If you changed your type of school during your education or were educated partly in the UK and partly outside, please select the category that applies to your main place of education in the last two years of your education.

3. If you went to University (to study a BA, BSc course or higher), were you part of the first generation of your family to do so?

Yes	
No	
Did not attend University	
Prefer not to say	

4. Are you a primary carer for a child or children under 18?

Yes	
No	
Prefer not to say	

5. Did either (or both) of the following apply to you at any point during your school years?

- Your household received income support.
- You received free school meals.

Yes	
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No	
Prefer not to say	

6. Did you look after, or give any help or support to family members, friends, neighbours or others because of either:

- Long-term physical or mental ill-health / disability
- Problems related to old age.

Between the ages of 11 and 19?

Yes	
No	
Prefer not to say	

7. At any time during or before your A-levels were you in care or looked after by a local authority?

Yes	
No	
Prefer not to say	

8. Please specify the name of the school where your A-levels were completed, or leave blank if you prefer not to:

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9. Please specify the postcode of your home when completing A-levels, or leave blank if you prefer not to:

.....

10. Will you be available for the entire period of the internship?

Yes	
No	

If no, please detail the dates that you will be away.

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Thank you for completing this form.

Privacy Statement

At American Express, we are committed to safeguarding your privacy. We want you to know how we may collect, use, share, and keep information about you.

This Statement describes how American Express Services Europe Limited, American Express Payment Services Limited and the American Express group of companies, including our [Service Providers](#) (together we, us, our or Amex) undertake the processing of your [personal information](#) during the recruitment and selection process.

Since we may change this online privacy statement, we recommend that you check the current version available from time to time. If we make changes to this statement, we will update the "Effective Date" at the top of the page.

What is in this privacy statement?

What information does this privacy statement cover?

What information do we collect and how do we collect it?

How do we use the information we collect about you?

How do we share your information?

- o [How we treat your Personal Information](#)
- o [How we handle aggregate and de-identified information](#)

How do we keep and safeguard your information?

What information does this privacy statement cover?

This privacy statement describes how we (and our [Service Providers](#)) may collect, use, share, and keep information that we get about you during the recruitment process. We may also gather [Online Information](#) if you:

Visit or use our recruitment sites or applications;

- Receive or reply to electronic communications from us;

What information do we collect and how do we collect it?

Sometimes you give information directly to us (or to our [Service Providers](#)). For example, you might give us your name, email, mailing address, phone number, or date of birth when you:

- register for job notifications;
- submit your CV/resume;
- apply for a job.

We (and our [Service Providers](#)) also collect information made publicly available through third-party platforms (such as social media sites), online databases or directories, or other legitimately obtained information.

Email Address

If you provide us with your E-mail address, we may send you E-mails about your recruitment enquiry, job application or to request details about your resume / CV, and job alerts, where you have enrolled in this service.

We may be able to identify information about your E-mail address, such as whether you can read graphic-rich html E-mails. If your E-mail address is html-enabled, we may choose to send you graphic-rich html E-mails.

Please note that we do not provide your E-mail address to third party business partners without your consent

SMS

If you provide us with your mobile number, we may send you SMS alerts where you have enrolled in this service.

For more information about our use of [personal information](#) generally, please read the [American Express Privacy Principles](#).

How do we use the information we collect about you?

We may use [Online Information](#) we collect about you on its own or combine it with [Other Information](#) we have about you for the following purposes:

- if you register for notifications,
 - o to contact you with notifications and announcements about new jobs at American Express;
 - if you submit your resume,
 - o to hold your resume and related [Personal Information](#) on file in accordance with our record retention schedule,
 - o to review your online profile from time to time to consider you for relevant job opportunities at American Express;
 - to protect your information;
 - to conduct research and analysis, including to better understand our job applicants and site visitors;
- in other ways as required or permitted by law or with your consent; if you apply for employment and are subsequently offered a position, subject to applicable law and where appropriate, we may also use information in support of our background screening process. The particulars of the checks are set forth in the separate authorisations that applicants sign before the screening commences

How do we share your information?

Some [Online Information](#) is [personal information](#).

How we treat your Personal Information

We do not share [personal information](#) with anyone except as described below. However, we may share [Personal Information](#) as required or as permitted by law, such as:

- with regulatory authorities, courts, and governmental agencies to comply with legal orders, legal or regulatory requirements, and government requests;
- with our [Service Providers](#), regulatory authorities, and governmental agencies to detect and prevent fraud or criminal activity, and to protect the rights of American Express or others;
- Globally, within the [American Express Group of Companies](#);
- with our [Service Providers](#) who perform services for us and help us operate our business (we require [Service Providers](#) to safeguard [personal information](#) and only use your [Personal Information](#) for the purposes we specify);
- for specific services, when you have given your consent.

We may transfer [personal information](#) to companies within the [American Express Group of Companies](#) or to our [Service Providers](#) throughout the world, for example, to search for suitable positions or to process your application. Regardless of where we process your information, we still protect it in the manner described in this online privacy statement and according to the applicable laws.

How we handle aggregate and de-identified information

[Aggregate Information](#) or [De-identified Information](#) does not identify you individually; it helps us to analyse patterns among groups of people. We may share [Aggregate Information](#) or [De-identified Information](#) for the same reasons as we might share [Personal Information](#).

How do we keep and safeguard your information?

We use advanced administrative technical and physical security measures to protect your [Personal Information](#). These measures include computer safeguards and secured files and facilities. We take reasonable steps to securely destroy or permanently de-identify [Personal Information](#) when we no longer need it.

We will keep your [Online Information](#) only as long as we must to process your application or inform you about future opportunities, unless we are required by law or regulation or for litigation and regulatory investigations to keep it.

What are your rights?

You may request access to update, change, or correct your [Personal Information](#) held by American Express at any time. If you wish to do so, or if you have any questions about how we process your [Personal Information](#), please contact: Employee Relations Manager, American Express Human Resources, 2nd Floor, Telecom House, 125-135 Preston Road, East Sussex, BN88 1TH.

Do you have questions about this privacy statement or want to make a complaint?

If you have questions about our online recruitment privacy statement, please contact: Employee Relations Manager, American Express Human Resources, 2nd Floor, Telecom House, 125-135 Preston Road, East Sussex, BN88 1TH.

Glossary

Aggregate Information — data or information relating to multiple people which has been combined or aggregated. Aggregate Information includes information that we create or compile from various sources, including card transactions or certain data from Cookies and Similar Technologies.

American Express (we, our, us), — the American Express company as identified at the beginning of this online privacy statement.

American Express Group of Companies — any affiliate and subsidiary of, and any company owned or controlled by, the American Express Company.

Business Partners — any third parties with which we conduct business and have a contractual relationship. Business Partners typically are not Service Providers.

Cookies and Similar Technologies — A *cookie* is a small data file that a website transfers to your computer's hard drive. We may send cookies when you visit our site or when you request or personalize information, or register for certain services. If you accept the cookies used on our site, you may give us access to information about your interests. We may use that information to personalize your experience. Similar technologies such as web beacons, pixels, gifs, and tags also do the same thing. We use the term *Cookies and Similar Technologies* in this statement to refer to all technologies that collect information in this way.

De-identified Information — data or information used in a way that does not identify you to a third party. We often derive De-Identified Information from Personal Information. It includes information that we may collect from Cookies and Similar Technologies.

IP Address — a number assigned to a device when connecting to the Internet.

Online Information — data or information collected on the American Express sites and applications as well as on sites and applications of third parties relating to topics about our business.

Other Information — American Express internal information (for example, previous employment history) and other online and offline information.

Personal Information — information that can identify a person, such as name, address, telephone number, and email address.

Service Providers — any vendor, third party and/or company that performs business operations on our behalf, such as recruitment, printing, mailing, and other communications services (email, direct mail, etc.), data processing, servicing.