

## Privacy Notice for Potential Recruits

Please read this privacy notice carefully as it sets out how Arup Group Limited and its group companies use your personal information when you apply for a job with us. Arup Group Limited, and the group company to which you apply, (together “Arup”) will be the “controller” of your personal information under relevant data protection laws and will therefore be responsible for the use of your personal information. If you have any questions about this privacy notice or do not agree with it, please contact us by email at [privacy@arup.com](mailto:privacy@arup.com) or by post to the Data Privacy Manager, Arup, 13 Fitzroy Street, London, UK, W1T 4BQ. To find out how Arup uses personal information more generally, please see our [website privacy notice](#).

### 1 WHEN YOU APPLY FOR A JOB THROUGH OUR WEBSITE

- 1.1 You can look at the recruitment section of our website and search for jobs without giving us any personal information about yourself, although please note that we do use cookies on our website that allow certain data to be gathered (e.g. what pages were viewed) when you browse our website (see our [cookies policy](#) for further information).
- 1.2 In completing our job application form or submitting your CV to us, you will need to give us personal information about yourself. Our website will allow you to provide this information by filling in a form, logging in to your LinkedIn account, or by uploading your CV. The information we may collect includes your:
  - (a) Name;
  - (b) Address (including post code);
  - (c) Telephone number;
  - (d) Email address;
  - (e) Age range;
  - (f) Citizenship or residency status;
  - (g) Evidence of right to work in the country in which you are applying for a role;
  - (h) Employment history;
  - (i) Qualifications;
  - (j) Language spoken; and
  - (k) Diversity information such as your gender identity, the gender you were assigned at birth and any disabilities you may have. We use this information to monitor equal opportunities within our business and will not use it during the selection process (although providing this information is not mandatory, but if you choose to provide it to us it will be anonymised). All diversity and equality information is held by Arup in strict confidence.

We will also collect any information that you choose to include on your CV or application form. Please do not include any sensitive information in this document, e.g. about racial or ethnic origin, political opinions or affiliations or health.

## 2 USES OF PERSONAL INFORMATION

- 2.1 We will use your personal information for the following purposes only:
- (a) to assess your suitability for employment by us and in any subsequent interviewing process. Copies of the information you submit, and any further correspondence will be retained in order to progress your job application and as a record of our employment and fair access processes; and
  - (b) to send you alerts of current vacancies, but you can choose not to receive these by logging into your profile and clicking the “unsubscribe” button, or by emailing us at [privacy@arup.com](mailto:privacy@arup.com).
  - (c) on occasion to invite potential recruits to events that may be of relevance to their interest in working for Arup. You can choose not to receive these invitations
- 2.2 We may use email or telephone to contact you to discuss your application and if you are successful in your application, we may request references from you and their contact information (including name, address and contact number). We will contact your referees to obtain references about you, but we will only do this with your prior permission.
- 2.3 If you are offered a role then pre-employment checks may also be undertaken dependent on the job and location that you are applying to. These will include, but not be limited to, checking your credit history, academic qualifications and employer references, as well as carrying out criminal records checks and address validation, subject always to local law limitations.
- 2.4 In accordance with applicable data protection laws, our legal basis for storing personal information that you provide is that such storage is necessary for our legitimate interest in assessing your application for a job.

## 3 THIRD PARTY ACCESS

- 3.1 When you apply for a job with Arup, your application will be processed by the Arup recruiting team and Arup group company situated in the country in which you are applying to work. Your details will also be accessible to recruiting teams in other Arup locations.
- 3.2 We also engage third parties to aid the recruitment process. Where you have submitted your CV directly to Arup, we may share your CV and relevant details with our nominated recruitment agency to enable you to be included in the recruitment process. Where the agency is conducting a recruitment search on our behalf, they will share your CV and relevant details with Arup. In both instances, the agency will contact you directly on Arup’s behalf. We will process any personal information about you that we receive from the recruitment

agency in accordance with this privacy notice. For information about how the agency handles your personal information, please ask to see its privacy notice.

#### **4 INTERNATIONAL TRANSFERS OF PERSONAL INFORMATION**

Arup has operations throughout the world. As such, the personal information that we hold may be transferred to, and stored at, a country outside of your country of residence, including countries outside of the EEA. Where we transfer personal information to Arup group companies or other third parties outside the EEA, we will ensure that those transfers take place in accordance with applicable data protection laws, including by entering into data transfer agreements with recipients. If you would like more information about how your personal information may be transferred, please email us at [privacy@arup.com](mailto:privacy@arup.com).

#### **5 RETENTION OF DATA**

- 5.1 We take all reasonable steps to retain personal information only for as long as we need to process your job application. We may however retain your details after a decision has been reached regarding your suitability for current jobs in case alternative vacancies become available in the future, but we will only do so for a maximum of 2 years. If you no longer wish us to store your personal information, you can contact us at [privacy@arup.com](mailto:privacy@arup.com).
- 5.2 If you wish to withdraw an application for a specific role, please access your candidate profile and follow the relevant steps. This will not delete your personal information, just the specific application.

#### **6 SECURITY**

- 6.1 We are committed to ensuring that any personal information you provide to us when applying for a job is kept secure and any details you give us remain confidential.
- 6.2 Please ensure that you keep your password and profile log in details confidential and do not share them with anyone. Please contact us if you believe that your candidate profile account may have been compromised.

#### **7 YOUR RIGHTS**

- 7.1 You may be entitled to access the personal information that we hold about you, or to request that it is erased, that its processing is restricted, or that any inaccurate personal information is rectified. You may also have the right to object to the processing of your personal information, or in some circumstances to obtain a copy of the personal information in a machine-readable format. Any such request should be submitted to [privacy@arup.com](mailto:privacy@arup.com) or by post to the Data Privacy Manager, Arup, 13 Fitzroy Street, London, UK, W1T 4BQ. You may also have the right to complain to your local data protection supervisory authority about the use of your personal information.

## 8 **CHANGES TO THIS NOTICE**

Any changes to this privacy notice will be posted here, so please check back regularly when you visit this website.