

Potential Recruits Privacy Notice

UKIMEA

Document Information

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Revision History

Version	Date of Change	Status	Revised By	Summary of Change
4.0	June 2025			Updated to new document format. Minor language changes, additional information added.

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UKIMEA Potential Recruits Privacy Notice

1. Purpose

Thank you for your interest in working at Arup. This privacy notice sets out how Arup Group Limited and its group companies use your personal information when you apply for a job with us, to join our talent communities or sign up to receive job alerts.

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.

To find out how Arup uses personal information generally, please see our [website privacy notice](#).

2. Scope

This notice applies to Arup’s career website visitors and individuals engaged in the recruitment process, whether directly with Arup or where you enter our recruitment process via a third party, such as a recruitment agency.

The notice also applies where you join one of our Talent Communities and/or choose to receive notifications about relevant vacancies.

You can view the recruitment section of our website and search for jobs without directly providing any personal information about yourself to us, we do however 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).

3. How we acquire your Personal Data

- When you apply directly for a job or submit your CV/Resume to us

- When you apply for a job and link the application to your LinkedIn profile
- When you apply for a job via an Agency
- Where you create a profile/account on our recruitment website
- Where you register to become a member of our Talent Communities
- Where you sign up to receive notifications about relevant vacancies

The information we may collect includes:

- Name
- Address (including post code);
- Telephone number;
- Email address;
- Age range;
- Citizenship or residency status;
- Evidence of “right to work” in the country in which you are applying for a role;
- Employment history;
- Qualifications;
- Language spoken; and
- 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 (this information is not mandatory and is anonymised if you do choose to provide it). 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.

4. How we use your Personal Data

1 We will use your personal data for the following purposes:

- (a) to assess your suitability for employment with us and in any subsequent interviewing process. Copies of the information you submit, and any further

correspondence will be retained to progress your job application, as a record of our employment and fair access processes; and

- (b) to maintain your profile within our recruitment systems, you can manage your details at any time by logging into your profile, or by emailing us at privacy@arup.com.
- (c) to send you job alerts of current vacancies. You can update your preferences or deactivate at any time by logging into your profile, or by emailing us at privacy@arup.com.
- (d) to manage your Talent Communities membership, you can use the ‘unsubscribe’ option to stop receiving emails. To update or withdraw your membership, please email us at UKIMEATalent@arup.com.
- (e) For internal research and analysis for example, on the effectiveness of our recruitment campaigns and methods.

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.

3 If you are offered a role then pre-employment checks may also be conducted dependent on the job and location to which you are applying. These will include, but not be limited to, checking your credit history, academic qualifications, and employer references, as well as conducting criminal records checks and address validation, subject always to local law limitations.

4.1 Talent Communities

You can register your interest in future vacancies with Arup by accepting an invitation to join one of our Talent Communities.

The information we collect through the online registration process is determined by the talent community you are interested in joining.

You can update your Talent Community details as you progress through your career, or if you no longer wish to be a member by emailing us at UKIMEATalent@arup.com

4.2 Job Alerts

Register for job alerts to be informed of vacancies in desired sectors and locations. We will use the preferences you have specified to send details of matching vacancies to your registered email address. You can update your job alert requirements and manage your preference to receive or not receive these alerts in your profile.

5. Special category data

During the application process, we ask you to provide us with special category information for diversity monitoring purposes as described above. Providing this information is completely voluntary, and it is not used during the selection process.

Where you supply it, the information is anonymised and aggregated to enable us to obtain measurable data.

Special categories of personal data include details relating to your health, race, or ethnic background, medical, sex and gender.

Beyond the diversity section we ask you not to provide any special category information to us unless we specifically ask you to, for example, where we seek to make reasonable adjustments to facilitate an interview for individual needs.

6. Lawful basis for processing

Depending on your location and applicable data privacy legislation, we may process your personal/special category data for one or more of the following purposes:

You have consented to the processing, or,

- We have a legitimate interest in doing this (such as contacting you with details of relevant vacancies and telling you how your application is progressing), or
- We must do so by law, or
- We need to do this to enter into a contract with you or so we comply with such a contract, or
- You have received notification (this notice) detailing how your personal data will be used.

7. Sharing your Personal Data

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.

We may use people or companies outside of the Arup Group to provide services as part of the recruitment process.

We make sure that all our Third-party suppliers have appropriate security in place to protect your personal data in line with our standards.

We may also share your personal data with other organisations when required by law, to prevent or detect crime, or to protect someone's rights, property, or safety. These organisations include the police, law enforcement agencies and fraud-prevention agencies.

8. Cross Border Data Transfers

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.

The legal mechanism for transferring personal data in relation to the recruitment process to Arup group companies outside of the UK/EEA are the EU intra-region transfer agreements incorporating EU Standard Contractual Clauses and UK Addendum (UK IDTA), deemed to provide an adequate level of security for reciprocal and inter regional exchanges of personal data.

Additionally, where we use service providers that are based outside of your country of residence; we will ensure that any such service provider complies with strict obligations of confidentiality and security. We will ensure that binding legal agreements and/or appropriate safeguards are in place.

9. Data Retention

Career Profile/Account

We take all reasonable steps to retain personal information only for as long as we need to process your job application. We may, retain your details after a decision has been reached regarding your suitability for current jobs in case alternative vacancies become available in the future.

Arup provides career pathway options for both early careers and experienced hires, our internship and other early careers processes often span academic years, for early careers candidates we will retain your data for a maximum of 2 years, for experienced hire candidates, for a maximum of 1 year.

You may deactivate your careers account or withdraw from the process at any time by logging into your profile. Please be aware that personal data, limited to name and contact details may be held within our recruitment administration and tracking records and will be deleted in line with our retention processes.

Talent Community

Accounts are deleted where you do not re-confirm consent after 1 year of inactivity, as we understand that your job seeking requirements are likely to have changed in this time. If you would like to update talent community details, for example, your experience and/or qualifications please contact UKIMEATalent@arup.com

Talent Community /Job Alert Emails

We will ask you to confirm your consent again after 1 year. If you do not provide permission for us to continue, you will no longer receive these types of email communications.

10. Security

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.

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.

11. Your Rights

As a Data Subject, you may have the following rights under the Data Protection Laws:

- the right of access to Personal Data relating to you;
- the right to have the Processing of your Personal Data restricted;
- the right to object to the Processing of your Personal Data;
- the right not to be subject to decisions based solely on automated Processing of your Personal Data;
- the right to have inaccurate Personal Data corrected;
- the right to have Personal Data erased.

12. Delete your careers account

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.

If you wish to delete your account, Select "My Profile" > Select "Delete profile. Please note that the account deletion will instigate the following actions:

- Any applications are set to "Removed at candidate's request".
- Any offers are set to "withdrawn".
- Any interviews are set to "withdrawn".
- The profile is disabled, archived, and marked for permanent deletion. (This deletion should happen with 48 hours and cannot be undone).
- Logged out of the candidate portal

Please be aware that personal data, limited to name and contact details may be held within our recruitment administration and tracking records and will be deleted in line with our retention processes.

13. Contact

If you have any questions about your personal data, you can contact our UKIMEA Privacy Team at the following address:

Privacy Manager
Arup
8 Fitzroy Street,
London, W1T 4BJ
United Kingdom

UKIMEAprivacy@arup.com

You have the right to complain to the applicable supervisory authority if you believe we have not met our legal duties but please speak to us first so we can attempt to address your concerns.

Supervisory Authorities exist in some countries/regions, for others individual rights are established in data protection or other legislation or are yet to be established. To provide the most up to date contact information; where an authority exists the website is listed, otherwise a link is provided to the legislation.

United Kingdom

Information Commissioner's Office - <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

United Arab Emirates

Abu Dhabi Global Markets - <https://www.adgm.com/operating-in-adgm/office-of-data-protection/for-individuals>

Dubai International Financial Center (DIFC) – www.difc.ae/business/registrars-and-commissioners/commissioner-of-data-protection

Mauritius

Data Protection Office - <https://dataprotection.govmu.org/SitePages/Index.aspx>

South Africa

Information Regulator - <https://inforegulator.org.za/>

Legislation

India - <https://www.meity.gov.in/data-protection-framework>

United Arab Emirates - <https://u.ae/en/about-the-uae/digital-uae/data/data-protection-laws>

If you require further assistance with authorities/legislation outside of the UK, please contact the privacy team at the above email address.

Changes to this notice

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