



Privacy Notice for Talent Communities in Hong Kong, Mainland China, and Philippines

Please read this privacy notice carefully as it sets out how Arup Group Limited and its group companies use your personal information when you register to join our talent communities. Arup Group Limited, and the group company to which you join talent communities, (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 at 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](#).

WHEN YOU JOIN OUR TALENT COMMUNITIES

In registering to become part of our talent communities you will need to give us personal information about yourself. Our website will allow you to provide this information by filling in a form. The information we collect is determined by the talent community you are interested in joining. The complete list of information we collect will include (please note that not all fields are mandatory)

- (a) Name
- (b) Address (including post code)
- (c) Telephone number
- (d) Email address
- (e) City
- (f) Country
- (g) Position title
- (h) Current employer
- (i) CV
- (j) Areas of interest

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

USES OF PERSONAL INFORMATION

We will use your personal information for the following purposes only:

- (a) if you opt to join our experienced talent communities, we will use the information to assess your suitability to become a member. Copies of the information you submit, and any further correspondence will be retained for future job opportunities.
- (b) to send you communications in the form of:
 - Arup latest news
 - Technical articles
 - Invitation to events, live Q&A’s and webinars
 - Blogs
 - Video content or podcasts
 - Thought leadership content
 - Relevant job opportunities

If you do not wish to receive such updates you can click the “unsubscribe” button or notify us by emailing at EA.Recruitment@arup.com.

Please note if you decide to “unsubscribe” it will be inclusive for all types of communication.

We may use email or telephone to contact you to discuss your skills, experience or areas of interest. 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 skills and experience to become part of our talent communities.

THIRD PARTY ACCESS

When you register to become part of our talent communities, your details will be processed by the Arup recruiting team and Arup group company situated in the country in which you are registering your interest. Your details will also be accessible to recruiting teams in other Arup locations if you indicated other regions as an area of interest.

We also engage third parties to support us with talent communities.

RETENTION OF DATA

We take all reasonable steps to retain personal information only for as long as we need to for the purpose of talent communities. If you no longer wish us to store your personal information, you can contact us by emailing at EA.Recruitment@arup.com.

If you wish to withdraw from our talent communities please notify us by emailing EA.Recruitment@arup.com

SECURITY

We are committed to ensuring that any personal information you provide to us when registering to join our talent communities is kept secure and any details you give us remain confidential.

If you register to join our early careers talent community 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 at EA.Recruitment@arup.com

YOUR RIGHTS

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 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.

CHANGES TO THIS NOTICE

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