

Privacy Notice for Potential Recruits in Singapore and New Zealand

Last updated 19/07/2016

Please read this privacy notice carefully as it sets out how Arup Group Limited and its group companies (“**Arup**”) use your personal information when you apply for a job with us. If you have any questions about this privacy notice or do not agree with it, please contact us at dpo@arup.com or write to us at 13 Fitzroy Street, London, UK, W1T 4BQ. To find out how Arup uses your personal data more generally, please see our [website privacy notice](#).

When you apply for a job

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 gather certain data (e.g. what pages were viewed) when you browse our website (see our [cookies policy](#) for further information).

In completing our job application form or submitting your CV to us by email or via our website, you will need to give us personal information about yourself. This information will include the following:

- name;
- address (including post code);
- telephone number;
- email address;
- employment history;
- qualifications; and
- diversity information to monitor equal opportunities within our business (although providing this information is not mandatory, but if you choose to provide it to us we will anonymise it).

Uses of personal data

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

- 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
- 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 dpo@arup.com.

We may use email or telephone to contact you to discuss your application and if you are successful in your application, we may request from you two references 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.

Please note that for some jobs, we may need you to undergo a criminal records check as certain jobs may require accessing high security areas as part of your role for example. However, we will only ask you to undergo this process at the final stage of the application process.

Consequences of failing to provide data

If you do not provide all or some of the personal data, we may be unable to process the job application.

Third party access

When you apply for a job with Arup the application will be processed by the Arup recruiting team 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 also engage third party agencies to aid the recruitment process. Your CV and other details will be shared with us by our nominated agency in the country in which you are applying to work. 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.

Due to the global nature of Arup, it may be necessary to send your personal information to countries which have a different standard of data protection than the country in which you are situated. We have put in place protections to ensure that your information is safeguarded.

Retention of data

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 may become available in the future, but we will only do so for a maximum of two years, unless you have asked for your profile to be deleted from our systems. If you no longer wish us to store your personal information, you can contact us at dpo@arup.com.

If you would like a copy of the personal information that we hold about you, please write to us at dpo@arup.com or at: Data Privacy Officer, 13 Fitzroy Street, London, UK, W1T 4BQ.

If you think any information we have about you is incorrect or incomplete, please contact us (at either of the aforementioned addresses) as soon as possible. If we are satisfied the information is incorrect we will correct or update any information as soon as we reasonably can.

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. Contact us at dpo@arup.com and we will delete it from our systems unless we are required to continue to hold some details about you after your relationship with us has ended, for example for legal and regulatory purposes.

Security

We are committed to ensuring that any personal information that you provide to us when applying for a job is kept secure and any details you give us will remain confidential.

Complaints

If you have any comments, concerns or complaints about our use of your personal data, please contact Data Privacy Officer at dpo@arup.com. We will endeavour to reply to you within 30 days of receipt of the complaint and, where appropriate, will advise you of the general reasons for the outcome of the complaint.