



Lumos Recruitment Privacy Notice

Last updated: January 2026

This Recruitment Privacy Notice explains how Lumos Foundation (“Lumos”, “we”, “us”, “our”) collects, uses, and shares personal data about individuals who apply for roles with us. It should be read alongside our general [Privacy Policy](#), which provides further information about how we handle personal data and your rights.

1. What personal data we collect

When you apply for a role with Lumos, we may collect and process the following types of personal data:

- Contact details (such as name, email address, phone number)
- Application information (such as CV, cover letter, employment history, qualifications, skills, and experience)
- Interview notes and assessment information
- References and background information (where relevant and appropriate)
- Any other information you choose to provide during the recruitment process

We do not normally seek to collect special category data (such as health information) during recruitment unless this is necessary (for example, to make reasonable adjustments) or required by law.

2. How we use your personal data

We use your personal data for the purposes of:

- Managing and administering recruitment and selection processes
- Assessing your suitability for employment or engagement with Lumos
- Communicating with you about your application
- Arranging interviews and assessments
- Making recruitment decisions
- Complying with legal and regulatory obligations

Your personal data will only be used for recruitment-related purposes and will not be used for unrelated activities such as marketing.

3. Lawful basis for processing

We process your personal data under the UK General Data Protection Regulation (UK GDPR) on the following lawful bases:

- **Steps taken at your request prior to entering into a contract** (Article 6(1)(b)), where processing is necessary to assess your application; and/or
- **Legitimate interests** (Article 6(1)(f)), where we have a legitimate interest in recruiting staff and managing recruitment processes in a fair and effective way.

Where special category data is processed (for example, to support reasonable adjustments), this will be done in accordance with applicable data protection law.

4. Sharing your personal data

We may share your personal data with:

- External recruitment agencies or partners supporting a specific recruitment exercise
- Internal Lumos staff involved in recruitment and selection
- Professional advisers where necessary (for example, legal or HR advisers)
- Regulatory or law enforcement bodies where required by law

Where we work with recruitment agencies, your data will be shared solely for recruitment purposes and handled in accordance with appropriate data protection agreements.

5. International transfers

In some cases, your personal data may be accessed by Lumos staff or recruitment partners located outside the UK or European Economic Area. Where this happens, we ensure appropriate safeguards are in place in line with UK data protection requirements.

6. How long we keep your personal data

If your application is unsuccessful, we will normally retain your personal data for up to 12 months after the recruitment process has concluded. This allows us to respond to any queries, complaints, or legal claims relating to the recruitment process. After this period, your personal data will be securely deleted, unless we are required to retain it for longer for legal or regulatory reasons.

If your application is successful, relevant recruitment information will be retained as part of your personnel record in accordance with our staff data retention policies.

7. Your data protection rights

You have rights under UK data protection law, including the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request deletion of your data in certain circumstances
- Object to or restrict processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

Further information about your rights is set out in our general Privacy Policy which can be accessed here: <https://www.wearelumos.org/privacy-policy/>

8. How to contact us

If you have any questions about this Recruitment Privacy Notice or how we process your personal data, please contact:

Email: dataprotection@wearelumos.org OR peopleteam@wearelumos.org

Address: 3 – 7 Temple Avenue, London, EC4Y 0DA

9. Changes to this notice

We may update this Recruitment Privacy Notice from time to time. Any changes will be published on our website and will apply to recruitment processes going forward.