



**NEWMAN  
CATHOLIC TRUST**  
HEART SPEAKS TO HEART

# Privacy Notice for Applicants

2025-26

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	April 25	Board	April 26

#### Ratification

Role	Name	Signature	Date
Chair of Board	Chris Izuka		April 25
CEO	Dr Daniel Doyle		April 25

#### *Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

***"Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential."***

At the Newman Catholic Trust, we stand united in our unwavering mission to nurture a transformative educational experience, where every child is seen, valued and cherished as a unique gift from God. Rooted in faith, we ignite a love for learning that awakens curiosity, sparks imagination and fuels a lifelong journey of discovery.

Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience and nurturing the whole person.

Our vision is simple yet profound: to be a beacon of hope and excellence, where students are not only academically accomplished but spiritually enriched and personally empowered to make a difference in the world. In all that we do, we strive to embody our core values:

- **Christ/Child Centred:** Placing the Gospel values, the teachings of Christ and the well-being of each child at the heart of every action we take.
- **Inclusive and Consultative:** Ensuring open communication and engagement with all members of our community.
- **Caring:** Showing empathy, understanding and support in navigating any challenges that may arise.
- **Transparent:** Fostering openness and honesty in all our interactions.
- **Strategic:** Approaching all matters with careful planning and consideration for the wider community.
- **Professional:** Maintaining the highest standards of conduct and integrity in our decision-making.
- **Accountable:** Taking responsibility for our actions and fulfilling our commitment to ensuring a safe and nurturing environment for all.

Pursuant to the UK General Data Protection Regulation and Data Protection Act 2018 you have a right to be informed about how the Trust uses any personal data we hold about you. We comply with this right by providing **privacy notices** (sometimes called **fair processing notices**) to individuals where we process their personal data.

This privacy notice explains how we collect store and use personal data about individuals applying for jobs at the **Cardinal Newman Catholic Trust**.

We **The Cardinal Newman Catholic Trust** are the **data controller** for the purposes of data protection law.

Successful candidates should refer to our **privacy notice for the workforce** for information about how their personal data is collected stored and used.

- **The Personal Data We Hold**

We process data relating to individuals applying for employment with the Trust. Personal data we may collect use store and share (when appropriate) includes but is not limited to:

- Contact details
- Copies of right-to-work documentation
- References
- Evidence of qualifications
- Employment records including work history job titles training records and professional memberships

We may also collect store and use information about you that falls into **special categories** of more sensitive personal data. This includes information about (where applicable):

- Race ethnicity religious beliefs sexual orientation and political opinions
- Disability and access requirements
- **Why We Use This Data**

We use this data to facilitate the recruitment process by:

- Establishing relevant experience and qualifications
- Supporting safer recruitment as part of our safeguarding obligations
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements are provided for candidates requiring them
- **Our Lawful Basis for Using This Data**

Under the **UK GDPR** we rely on the following lawful bases for processing personal information:

1. **Consent** – where you have given explicit consent for processing your data for one or more specific purposes
2. **Contractual obligation** – processing is necessary to take steps at your request before entering into a contract
3. **Legal obligation** – processing is necessary to comply with a legal obligation to which the Trust is subject
4. **Vital interests** – processing is necessary to protect someone's life
5. **Public interest** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
6. **Legitimate interests** – processing is necessary for the legitimate interests pursued by the Trust or a third party except where such interests are overridden by your rights

For **special category data** we process information under **Article 9 of the UK GDPR** where processing is necessary for obligations in employment health and social care or for reasons of substantial public interest.

Where we rely on consent you may withdraw this at any time by contacting the **Operations & Estates Lead or CEO**.

- **Collecting This Information**

While most of the information we collect is mandatory some information is provided voluntarily. Whenever we seek to collect optional data we will make this clear and explain any consequences of not providing it.

- **How We Store This Data**

Personal data collected as part of the job application process is stored in line with our **Data Protection Policy** and **Records Management Policy**.

When it is no longer required we delete your information in accordance with our **record retention schedule**.

- **Data Sharing**

We do not share your information with third parties without your consent unless the law allows or requires us to do so.

Where it is legally required or necessary for our legitimate interests we may share personal information with:

- **Local authorities** – to meet legal obligations such as sharing shortlists for senior roles
- **Suppliers and service providers** – to facilitate HR and recruitment support
- **Professional advisers and consultants**
- **Employment and recruitment agencies**
- **Your Information Rights**
- **How to Access the Personal Information We Hold About You**

Individuals have the right to make a **subject access request** (SAR) to access personal data we hold about them.

If you make an SAR we will:

- Give you a description of the data we hold
- Explain why we are processing it and how long we will keep it
- Tell you who it has been or will be shared with
- Let you know whether any automated decision-making applies to your data
- Provide you with a copy of the data in an intelligible format

To make a request please contact our **Operations & Estates Lead or CEO**.

- **Your Other Rights Regarding Your Data**

Under **UK GDPR** individuals have certain rights regarding how their personal data is used. These include the right to:

- Object to the processing of their personal data if it is causing damage or distress
- Prevent personal data from being used for direct marketing
- Object to decisions being made solely on automated processes
- In certain circumstances have inaccurate data corrected deleted or destroyed

To exercise any of these rights please contact the **Operations & Estates Lead or CEO**.

- **Complaints**

We take complaints regarding data protection very seriously. If you think our collection or use of your data is unfair misleading or inappropriate or if you have concerns about data processing please raise these with us first.

To make a complaint contact our **Operations & Estates Lead or CEO**: [enquiries@newmancatholictrust.com](mailto:enquiries@newmancatholictrust.com)

Alternatively you can make a complaint to the **Information Commissioner's Office (ICO): Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF**  
**0303 123 1113**  
[ICO Website – Report a Concern](http://ICO Website – Report a Concern)