



NEWMAN CATHOLIC TRUST


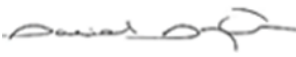
HEART SPEAKS TO HEART

Privacy Notice for Workforce 2026-27

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	April 26	FAR	April 27

Changes and updates are highlighted in **GREEN**

Ratification

Role	Name	Signature	Date
Chair of Board	Chris Izuka		April 26
CEO	Dr Daniel Doyle		April 26

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 pupils are not only academically accomplished but spiritually enriched and personally inspired to make a difference in the world.

In all that we do, we seek to embody our Trust's **HEART Values**, which define who we are and guide how we serve:

- **Hope** – Believing in the boundless potential of every child, and striving to build a future filled with possibility, courage and faith.
- **Excellence** – Pursuing the highest standards in learning, leadership and love, so that every action reflects our calling to greatness.
- **Authenticity** – Living truthfully and faithfully, ensuring our words, actions and decisions are grounded in integrity and the Gospel.
- **Responsibility** – Caring for one another and for creation with compassion, stewardship and a deep sense of duty to the common good.
- **Truth** – Seeking wisdom and understanding through Christ, who is the Way, the Truth and the Life.

Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

Privacy Notice for Workforce Members

Under data protection law, individuals have the right to be informed about how the Trust uses any personal data it holds about them. We comply with this right by providing privacy notices to individuals where we process their personal data.

This privacy notice explains how the **Newman Catholic Trust** collects, stores and uses personal data about workforce members.

The **Newman Catholic Trust** is the data controller for the purposes of data protection law.

The Categories of Workforce Information That We Process

We process workforce data including:

- personal information, such as name, title, address, contact details, employee number, teacher number and National Insurance number
- characteristics information, such as sex, age, ethnic group and equality monitoring information where lawfully collected
- contract information, such as start date, hours worked, post, roles, pay grade and salary information
- work absence information, such as dates of absence and reasons for absence
- qualifications and professional information, including training records and, where relevant, subjects taught
- payroll and pension information
- relevant medical or occupational health information
- safeguarding and suitability information, including references, DBS information, prohibition checks and section 128 checks where applicable
- performance, conduct and employment record information

This list is not exhaustive. For further information about the categories of personal data we process, please contact the CEO.

Why We Collect and Use Workforce Information

We collect and use workforce information to:

- enable the Trust to fulfil its responsibilities as an employer
- support recruitment, safer recruitment, vetting and safeguarding checks
- enable workforce planning, deployment and organisational management
- maintain accurate employment, payroll and pension records
- support professional development, appraisal and performance management
- manage absence, leave, wellbeing and occupational health processes
- fulfil statutory, contractual and safeguarding obligations
- support the effective running of the Trust and its schools

Our Lawful Basis for Using This Data

Under UK GDPR, the Trust processes workforce information primarily because it is necessary:

- to perform the employment contract or to take steps before entering into a contract
- to comply with legal obligations
- to carry out tasks in the public interest or in the exercise of official authority
- in some limited circumstances, for the legitimate interests of the Trust or a third party where those interests are not overridden by the rights and freedoms of the individual
- where relevant, on the basis of consent for a specific purpose

Where we process special category personal data, such as health information, equality monitoring data or certain safeguarding information, we do so only where data protection law

permits this and where an appropriate additional condition applies under Article 9 of UK GDPR and the Data Protection Act 2018.

Where we rely on consent, you have the right to withdraw that consent at any time by contacting the CEO.

Collecting Workforce Information

We collect personal information in a range of ways, including through application forms, recruitment processes, new starter forms, payroll and pension forms, absence reporting, appraisal processes and day-to-day employment administration.

Workforce data is essential for the Trust's operational and legal functions. While much of the information you provide is mandatory, some may be provided voluntarily. We will make clear whether particular information is mandatory or optional at the point of collection.

Storing Workforce Information

We hold workforce information securely and retain it in accordance with the Trust's records retention arrangements and statutory requirements. Different categories of workforce data are kept for different periods depending on legal, employment, payroll, pension, safeguarding and operational requirements.

Who We Share Workforce Information With

We may routinely share workforce information, where lawful and necessary, with:

- the local authority, where applicable
- the Department for Education
- payroll, pension and HMRC services
- occupational health providers
- DBS and other safeguarding or regulatory bodies, where required
- the Diocese and diocesan education service, where appropriate
- auditors, legal advisers, HR advisers and other professional advisers
- software, IT and HR system providers acting on the Trust's behalf
- other agencies or bodies where we are legally required or permitted to do so

Why We Share Workforce Information

We do not share information about workforce members unless there is a lawful basis for doing so.

We may also share personal information without consent where this is lawful and necessary for safeguarding purposes, to protect children or adults, or where otherwise required or permitted by law.

Local Authority

We may be required to share workforce information with the local authority where this is necessary to fulfil legal obligations or local authority functions in relation to education, safeguarding or employment matters.

Department for Education (DfE)

The Department for Education collects personal data from educational settings through statutory data collections. We are required to share certain workforce information with the DfE in accordance with applicable legislation and statutory requirements.

The workforce data that we lawfully share with the DfE is used to:

- inform national policy on pay, workforce supply and diversity
- support research and statistical analysis
- help monitor and evaluate education policy
- support the administration and funding of education services

For more information about workforce data collection, visit the DfE's guidance on school workforce data collections.

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to the personal data we hold about you.

To make a subject access request, please contact the CEO.

Depending on the circumstances and the lawful basis relied upon, you may also have rights to:

- request rectification of inaccurate personal data
- request erasure of personal data in certain circumstances
- restrict processing in certain circumstances
- object to processing in certain circumstances
- object to automated decision-making and profiling, where applicable
- seek redress through the Information Commissioner's Office or the courts

Withdrawal of Consent and Complaints

Where processing is based on consent, you have the right to withdraw that consent at any time.

If you wish to withdraw consent or raise concerns about how your personal data is being processed, please contact the CEO in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe that your personal data has not been handled in accordance with the law.

Contact

If you have any questions about this privacy notice or about how the Trust handles personal data, please contact the CEO at Newman Catholic Trust.

How Government Uses Your Data

The DfE may share workforce data with third parties where this is lawful and appropriate, including for:

- research and analysis
- production of statistics
- provision of information, guidance or support relating to education in England

The DfE has robust processes in place to protect the confidentiality and security of personal data. Any decisions to share data are subject to appropriate checks and approvals.

To find out more about how the DfE handles personal information, including how to make a subject access request, refer to the DfE's personal information guidance and contact arrangements.