



NEWMAN CATHOLIC TRUST



HEART SPEAKS TO HEART

Privacy Notice for Applicants 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 Job Applicants

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 individuals applying for jobs with the Trust.

The Newman Catholic Trust is the data controller for the purposes of data protection law. Successful candidates should refer to the Trust's Workforce Privacy Notice for information about how their personal data will be collected, stored and used following appointment.

The Categories of Personal Data We Process

We process personal data relating to individuals applying for employment with the Trust. Personal data we may collect, use, store and share, where appropriate, includes:

- name, address, telephone number and email address
- application form information and covering letters
- employment history, job titles, training records and professional memberships
- evidence of qualifications and professional status
- references
- right to work documentation
- interview notes and recruitment assessment records
- identity and safer recruitment information, including disclosure and barring information where applicable

We may also collect, store and use more sensitive personal data where appropriate and lawful. This may include:

- equality monitoring information, such as ethnicity, religion, sex or disability, where collected for monitoring purposes
- health information or disability information, including access requirements, where this is needed to support the recruitment process or comply with legal obligations
- safeguarding or criminal records information where relevant to safer recruitment requirements and permitted by law

Why We Use This Data

We use this data to support the recruitment process, including:

- assessing relevant experience, suitability and qualifications
- carrying out safer recruitment checks as part of our safeguarding obligations
- verifying identity and right to work
- obtaining and considering references
- enabling equality monitoring where lawful
- ensuring that appropriate access arrangements are provided where needed
- taking steps to enter into an employment contract where an appointment is made

Our Lawful Basis for Using This Data

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

- to take steps at the request of the applicant 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 information 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 This Information

Much of the information we collect during recruitment is required in order to assess suitability for the role, comply with legal obligations and complete safer recruitment checks. Some information may be provided voluntarily. Where this is the case, we will make clear whether providing the information is optional 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 securely in line with the Trust's Data Protection Policy, Records Management Policy and records retention arrangements.

Information relating to unsuccessful applicants will normally be retained for a limited period in accordance with the Trust's records retention schedule and then securely deleted, unless there is a lawful reason to retain it for longer.

Data Sharing

We do not share personal information unless there is a lawful basis for doing so.

Where it is lawful and necessary, we may share personal information with:

- local authorities, where required
- recruitment and application system providers
- HR support providers
- referees
- professional advisers and consultants
- DBS and other safeguarding or regulatory bodies, where applicable
- employment or recruitment agencies, where relevant

Personal information may also be shared without consent where this is lawful and necessary for safeguarding purposes or otherwise required by law.

Your Information Rights

How to Access the Personal Information We Hold About You

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

If you make a subject access request, we will:

- give you a description of the personal 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 subject access request, please contact the CEO.

Your Other Rights Regarding Your Data

Under UK GDPR, individuals have rights which may include the right to:

- request access to their personal data
- request rectification of inaccurate personal data
- request erasure in certain circumstances
- request restriction of processing in certain circumstances

- object to processing in certain circumstances
- object to automated decision-making and profiling, where applicable

To exercise any of these rights, please contact the 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 how your personal data is being processed, please raise this with the Trust in the first instance.

To raise a concern or make a complaint about how your personal data is being used, please contact the CEO using the Trust's published contact details.

You also have the right to complain to the Information Commissioner's Office if you believe your personal data has not been handled lawfully. Details of how to do this can be found on the ICO website.

**Information Commissioner's Office (ICO): Wycliffe House Water Lane Wilmslow
Cheshire SK9 5AF
0303 123 1113**

[ICO Website – Report a Concern](#)