



**CLARE HOUSE  
SCHOOL**  
PORTHCAWL

**Play & Learn Club: Privacy Policy**

Updated 30 March 2026

**1 INTRODUCTION**

1.1 We are committed to protecting and respecting your privacy. In this privacy notice, references to “we”, “us”, “our”, or “the School” are a reference to Clare House School.

1.2 This privacy notice deals with any personal data we process which is not covered in our staff, parent and student privacy notices. It sets out the basis on which any personal data we collect from you is handled by us in the course of our relationship with you. For example, this notice applies to you if you are a visitor, potential recruit, next of kin, supplier, or potential supplier, alumni, or prospective student or parent of a prospective student.

1.3 For current and prospective parents and students, please also see our parent and student privacy notices. These are also available on our website.

1.4 Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

1.5 We comply with all applicable data protection laws and regulations (“Data Protection Legislation”), which may include the General Data Protection Regulation 2016/679 and the Data Protection Act 2018. The Data Protection Legislation continues to change in the UK, following the UK’s exit from the European Union, and we continue to update our practices in light of these changes. For the purposes of the Data Protection Legislation, we are the data controller.

1.6 If you are reading this privacy notice online, we recommend that you print and retain a copy for future reference.

1.7 Our Data Protection Policy (outlining how personal data is managed) and this privacy notice are closely linked and should be read in conjunction with the other.



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## **2 INFORMATION WE COLLECT ABOUT YOU**

### **Information you give us**

2.1 You may give us personal data about you in a number of ways; these include but are not limited to:

2.1.1 using, visiting or interacting with our website (such as filling out forms or registering on our website);

2.1.2 visiting our offices or school;

2.1.3 during an interview or meeting;

2.1.4 corresponding with us by phone, e-mail or post; and

2.1.5 sending information directly to us, or providing information as requested by us and/or which is necessary from time to time (for example providing your job application form, CV or business card).

2.2 The information you give us may include (but is not limited to) the following:

#### **A. Personal Data**

2.2.1 full name;

2.2.2 photograph;

2.2.3 marital status;

2.2.4 National Insurance number;

2.2.5 salary;

2.2.6 employment history;

2.2.7 contact details (including home address, e-mail address, and mobile, home and/or work phone number);

2.2.8 financial information (for example payee details);

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2.2.9 previous educational records and achievements; and

2.2.10 references (as an applicant or potential supplier).

**B. Sensitive Personal Data**

2.2.11 passport details, nationality and other information relating to immigration status;

2.2.12 information about criminal offences and/or convictions;

2.2.13 information about your physical or mental health, or disability status;

2.2.14 information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation.

**Technical information we collect about you when you visit our website**

2.3 With regard to each of your visits to our website we may automatically collect the following information:

2.3.1 technical information, including the Internet Protocol (IP) address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;

2.3.2 information about your visit, including full clickstream data, pages viewed, page response times, download errors, length of visits to certain pages, page interaction information, methods used to browse away from the page, and any phone number used to contact us.

2.4 Our website may contain links to and from third-party websites. If you follow a link to any of these websites, please note that these websites are not covered by this notice and may have their own privacy notices.

**Information we receive from other sources**

2.5 We may work closely with third parties (including, for example, recruitment agents, previous employers, medical practitioners, education authorities, local and public authorities, suppliers, payment and delivery services) and may receive information about you from them.

2.6 We may also use CCTV footage to ensure our site is safe.

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### **3 USES MADE OF THE INFORMATION**

#### **Information you give to us**

3.1 We will use the information you give to us to pursue the following legitimate interests (as applicable to our relationship with you):

3.1.1 promote the objects and interest of Clare House School and ensure our legal obligations are adhered to;

3.1.2 store this information on our management information systems;

3.1.3 enforce our terms of use with you or any other contract we may have with you;

3.1.4 recruitment;

3.1.5 provision of services;

3.1.6 compliance with government and regulatory guidance;

3.1.7 keeping alumni and past students up to date with key school news and events.

3.2 We may rely on software applications and third-party providers for these purposes. For further information, please contact our Data Protection Officer (see paragraph 9).

3.3 When entering into a contract with you, we may use your personal data to fulfil contractual obligations.

3.4 We may also be required by law to:

3.4.1 keep an accounting record of payment;

3.4.2 provide personal data to public authorities;

3.4.3 evidence fair recruitment processes.

#### **Information we collect from our website**

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3.6 We may use this information:

3.6.1 to contact you if you have made an enquiry or job application;

3.6.2 to administer our website and for internal operations;

3.6.3 to improve our website content;

3.6.4 to keep our website safe and secure.

**When we disclose information**

3.8 We may share your personal information with:

3.8.1 local authorities, education authorities (e.g. Estyn, Ofsted), the Department for Education, SEN co-ordinators, social services or the police;

3.8.2 business partners, professional advisors, suppliers and sub-contractors.

3.9 We may disclose your personal information to third parties where required by law.

**Consent**

3.10 We will not market services to you without your consent. To unsubscribe, please visit our website.

3.11 Limited and anonymised data may be shared with Google to prevent targeting with Clare House School-related adverts.

**4 TRANSMISSION OF PERSONAL INFORMATION OUTSIDE THE UK OR THE EEA**

4.1 Data may be transferred outside the UK/EEA where necessary (e.g. if a supplier uses an overseas data centre). Safeguards will always be in place.



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## **5 YOUR RIGHTS**

5.1 Under Data Protection Legislation, you have the following rights:

- Right to correction
- Right not to be subject to automated decision making or profiling
- Right to erasure
- Right to restriction
- Right to request transfer
- Right to object
- Right to object to marketing
- Right to complain to the ICO
- Right to access personal data

Please contact our Data Protection Officer if you wish to exercise any of these rights.

## **6 HOW LONG WE KEEP PERSONAL INFORMATION**

6.1 We will not keep any personal data longer than is necessary.

6.2 Please contact our Data Protection Officer for details of our retention policy.

## **7 USE OF OUR WEBSITE**

7.1 If you use a password to access certain parts of our website, you are responsible for keeping it confidential. Transmission of data online is at your own risk.

## **8 COOKIES**

8.1 Our website uses cookies to distinguish you from other users. See our Cookie Notice for details.

## **9 CONTACT US**

9.1 Questions, comments and requests regarding this privacy notice should be addressed to our Data Protection Officer at [info@clarehouseschool.org](mailto:info@clarehouseschool.org) or Clare House School, Newton, Porthcawl CF36 5AS.

## **10 CHANGES TO OUR PRIVACY NOTICE**

10.1 Any changes we make will be posted on our website.

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**Cookies Notice**

**1 WHAT IS A COOKIE?**

1.1 A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer, if you agree. Cookies contain information that is transferred to your computer's hard drive. To find out more about cookies, visit [www.aboutcookies.org](http://www.aboutcookies.org).

**2 ABOUT OUR USE OF COOKIES**

2.1 Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

2.2 When you visit our website, we may automatically collect the following information:

2.2.1 technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and

2.2.2 information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our website (including date and time); pages you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our number.

**3 COOKIES WE USE AND WHY**

3.1 Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website or make use of e-billing services.

3.2 Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

3.3 Google Advertising cookies. Google Analytics' Display Advertiser features are enabled for the Google Analytics property this website is tagged with. This means that Google Analytics will drop additional cookies on your browser and collect data using Google's advertising cookies and identifiers, in addition to data collected through a standard Google Analytics

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implementation. For more information about Google's Advertising Cookies and how you can control advertising cookies visit Google Advertising Privacy FAQ and Google's advertising cookies.

3.4 Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.

3.5 Marketing cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising around the web more relevant to you. We may also share this information with third parties for this purpose.

3.6 You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

#### **4 WE HAVE NO CONTROL OVER THIRD PARTY COOKIES**

4.1 Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

4.2 Our website may also contain links to and from the websites of our partner networks, advertisers, suppliers and affiliates. If you follow a link to any of these websites, please note that these websites have their own cookie notices and privacy notices and that we do not accept any responsibility or liability for these notices. Please check these notices before you submit any personal data to these websites.

#### **5 HOW DO I CHANGE MY COOKIE SETTINGS?**

5.1 Generally, browsers allow some control of most cookies through the browser settings. To find information relating to the browser you are using, please visit the browser developer's website, below are links to some of the most common browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Microsoft Internet Explorer
- Apple Safari



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## **6 WHAT HAPPENS IF YOU BLOCK COOKIES?**

6.1 You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including strictly necessary cookies) you may not be able to access all or parts of our site and your user experience may be seriously downgraded whilst browsing the site.

## **7 EXPIRY OF COOKIES**

7.1 When we send a cookie, we instruct your browser to keep that cookie for a certain period of time, for example, we may instruct your browser to keep the cookie for the period you are on the website; this is known as a “session cookie”. You can override the cookie expiration periods set by us, or any other website, by changing your cookie settings. If you do not change your settings, then, all cookies set by us will expire after 6 months. Default expiration settings will vary for third-party cookies; you can find out more about these by following the links in section 3.5.

## **8 CONTACT US**

8.1 If you have any questions regarding this Cookie Notice, please contact our Data Protection Officer at [info@clarehouseschool.org](mailto:info@clarehouseschool.org).