



DATA PROTECTION & PRIVACY POLICY (GDPR)

(November 2025)

Hartlepool Sportability Club (Charity No. 1057160)
Website: www.hartlepoolsportabilityclub.co.uk

WHO WE ARE

Hartlepool Sportability Club is a registered charity providing inclusive sports and fitness activities for people of all abilities.

We are based at:
Headland Sports Centre, Union Street, Headland, Hartlepool, Cleveland, TS24 0AB

For any data protection queries, please contact:

Hartlepool Sportability Club— hartlepoolsportabilityclub@gmail.com

WHAT PERSONAL DATA WE COLLECT

We collect and store the following personal information from members, volunteers, and website visitors:

Name and contact details (email address, phone number, address)

Information on membership, participation, and emergency contacts (where applicable)

Details submitted through our website contact form

Photographs (only where we have prior written consent)

HOW WE COLLECT DATA

Your personal data may be collected when you:

Join as a member or renew your membership

Contact us via our website form, email, or social media

Complete a paper membership or consent form

Appear in approved photography or media

HOW WE USE YOUR DATA

We use personal information to:

Administer club membership and communication

Organise activities, sessions, and competitions

Respond to enquiries

Comply with safeguarding and insurance requirements

Report anonymised statistics (e.g. number of members) for grant applications

We do not share your personal data with any third party for marketing purposes.

HOW AND WHERE YOUR DATA IS STORED

Data submitted online is stored securely in Wix and Gmail (Google Workspace).

Paper forms are kept securely at Headland Sports Centre in locked storage.

Only authorised committee members have access to personal data.

Photographs are stored securely and used only with signed consent.

LAWFUL BASIS FOR PROCESSING

We process your data under the following lawful bases:

Contract: to manage membership or participation.

Consent: for use of photos or promotional materials.

Legal obligation: where required for safeguarding or insurance.

Legitimate interest: to support club administration and member communication.

DATA RETENTION

We keep your data:

For as long as you remain a member, and up to 3 years after membership ends (for administrative or safeguarding reasons).

Photographs are retained until consent is withdrawn or new consent is required.

YOUR RIGHTS

You have the right to:

Access your data

Request correction or deletion

Withdraw consent at any time

Object to processing

Lodge a complaint with the Information Commissioner's Office (ICO):

www.ico.org.uk

To exercise your rights, contact: Hartlepool Sportability Club—
hartlepoolsportabilityclub@gmail.com

UPDATES TO THIS POLICY

We review this policy and update it when required to remain compliant with UK GDPR.