



PHOTOGRAPHY & VIDEO POLICY

(November 2025)

Hartlepool Sportability Club (Charity No. 1057160)

Website: www.hartlepool sportability club.co.uk

PURPOSE OF THIS POLICY

Hartlepool Sportability Club recognises that photographs and videos can celebrate achievement, promote inclusion, and capture the enjoyment of our sessions and events.

We are equally committed to ensuring that all images are used safely, respectfully, and in line with GDPR, safeguarding guidance, and member consent.

WHO TAKES PHOTOS AND VIDEOS

Photography and video recording at Hartlepool Sportability Club may be carried out by:

Club staff and volunteer coaches

Approved committee members

Our website creator (for promotional purposes)

Occasionally, members of the press or external visitors, where prior approval has been given by the club committee

No unauthorised photography or filming is permitted during club sessions or events.

CONSENT

All members (or their parent/carer where applicable) are asked to complete a photo and video consent form when joining the club.

Consent is recorded and securely stored by the committee.

Members or parents/carers may withdraw consent at any time by contacting the club in writing or by email.

Where consent is not given, we take all reasonable steps to ensure that individual is not included in photos or videos.

HOW PHOTOS AND VIDEOS ARE USED

Images and footage may be used for:

The club's official website

Social media accounts managed by the club (if/when established)

Grant or funding applications to demonstrate participation and community engagement

Promotional materials such as posters, newsletters, or local media stories

We never sell or share images for commercial use.

SAFE AND RESPECTFUL USE

We ensure all images show members appropriately dressed and participating in club-related activities.

Names and personal details are not published alongside images without additional consent.

Group shots are preferred to individual portraits.

No photos or videos are taken in changing rooms, toilets, or other private areas.

Images are used only for the purposes stated and reviewed regularly for relevance and appropriateness.

STORAGE AND SECURITY

Digital photos and videos are stored securely in club-controlled accounts (e.g. password-protected drives, Wix media, or Gmail).

Only authorised committee members and approved staff can access stored media.

Old or unused images are deleted or archived securely after a set period (usually three years).

PRESS AND EXTERNAL VISITORS

On occasions where local press or external photographers attend events:

The club will inform members in advance where possible.

Photographers must follow the club's safeguarding principles.

Members without consent will not be individually identified or photographed.

WITHDRAWING CONSENT OR RAISING CONCERNS

Anyone who wishes to withdraw consent for an image or video, or who has a concern about photography or filming at the club, can contact:

Hartlepool Sportability Club— hartlepoolsportabilityclub@gmail.com

The club will act promptly to remove or stop using any images upon request.

REVIEW OF POLICY

This policy is reviewed by the committee to ensure it remains up to date with current GDPR and safeguarding standards.