

SPACES Leisure — Privacy Policy

Version 1.0

Last updated: 1 October 2026

1. About This Privacy Policy

SPACES Leisure respects your privacy and is committed to protecting your personal information.

This Privacy Policy explains how we collect, use, store and protect personal information when you visit our website, contact us, make an enquiry or otherwise interact with SPACES Leisure.

For the purposes of UK data protection law, SPACES Leisure Ltd is responsible for the personal information described in this policy.

SPACES Leisure Ltd

Company number: **17488542**

34 Woodford Crescent

Burntwood

Staffordshire

WS7 9AE

Email: enquiries@spacesleisure.co.uk

Website: www.spacesleisure.co.uk

2. The Information We Collect

Depending on how you interact with SPACES Leisure, we may collect information including:

- your name;
- your job title or role;
- the school, organisation, club or business you represent;
- your email address;
- your telephone number;
- information you provide within an enquiry or message;
- correspondence between you and SPACES Leisure;
- information relating to potential or existing partnerships;
- professional contact information obtained from publicly available sources; and
- technical information generated when you use our website, such as information relating to your device, browser and interaction with the website.

We aim to collect only the information that is reasonably necessary for the purpose for which it is being used.

3. How We Collect Your Information

We may collect personal information when you:

- complete a form on our website;
- email or telephone us;
- communicate with us through social media;
- meet or correspond with us in connection with a potential or existing partnership;
- provide information to us directly; or
- otherwise engage with SPACES Leisure.

We may also obtain professional contact information from publicly available sources, including school and organisation websites, professional directories, LinkedIn and other legitimate business sources, or through introductions and referrals.

Where personal information is obtained from another source rather than directly from you, we will handle that information in accordance with applicable data protection law.

4. How We Use Your Information

We may use personal information to:

- respond to enquiries;
- communicate with schools, organisations, clubs and community partners;
- explore potential partnerships;
- prepare proposals or information requested from us;
- manage and deliver existing partnerships;
- maintain appropriate business records;
- administer, operate and improve our website;
- protect the security and integrity of our systems;
- meet our legal, regulatory and contractual obligations; and
- develop legitimate professional relationships relevant to the services SPACES Leisure provides.

Information submitted through our website enquiry form will not automatically be added to an email marketing list.

If SPACES Leisure introduces email newsletters or other regular marketing communications in the future, our privacy information and relevant processes will be reviewed before doing so.

5. Our Lawful Bases for Using Personal Information

UK data protection law requires us to have a lawful basis for processing personal information.

Depending on the circumstances, SPACES Leisure may rely on:

Legitimate interests — where processing is reasonably necessary to operate and develop our business, respond to enquiries, communicate with professional contacts, explore potential partnerships or maintain relationships with schools, organisations and community partners, provided those interests are not overridden by your rights and interests.

Contract — where processing is necessary to take steps at your request before entering into a contract, or to perform a contract with you.

Legal obligation — where we need to process information to comply with a legal or regulatory requirement.

Consent — where we specifically ask for and receive your consent for a particular use of your information.

6. Business Development and Professional Contacts

As a business working with schools, education organisations, clubs and community partners, SPACES Leisure may identify and contact relevant professional representatives to introduce our services or explore potential partnership opportunities.

Where we obtain professional contact information from publicly available sources, we will only use information that is relevant to our legitimate business activities and will consider the individual's reasonable expectations and privacy rights.

Where required, we will provide appropriate privacy information when we first contact you or within the timeframe required by applicable data protection law.

You may ask us at any time not to use your personal information for direct marketing or business-development communications.

You have the right to object to the use of your personal information for direct marketing at any time.

7. Sharing Your Information

We do not sell personal information.

We may share information with trusted organisations that provide services necessary for us to operate SPACES Leisure, such as:

- website hosting and website-management providers;
- email and communications providers;
- booking or administration systems;
- IT and technology providers;
- professional advisers, including accountants, insurers or legal advisers; and

- regulatory, governmental or law-enforcement bodies where required by law.

Where a third-party provider processes personal information on our behalf, we expect appropriate contractual and security safeguards to be in place.

Some technology providers may process or store information outside the United Kingdom.

Where this occurs, we will take appropriate steps to ensure that relevant safeguards required by applicable data protection law are in place.

8. Website, Cookies and Analytics

Our website is provided using Wix.

Like most websites, the SPACES Leisure website may use cookies and similar technologies that are necessary for the website to function or that help us understand how the website is used.

Some cookies are essential to the operation of the website. Other cookies, such as certain analytics or marketing cookies, may require your consent before they are used.

Where required, we will provide appropriate information and choices regarding cookies through our website.

Further information about the cookies and similar technologies used on our website may be provided in our Cookie Policy.

9. How Long We Keep Your Information

We will not retain personal information for longer than is reasonably necessary for the purpose for which it was collected.

As a general approach:

General enquiries and prospective partnership information may normally be retained for up to 24 months following the last meaningful interaction, unless there is a legitimate reason to retain it for longer.

Information relating to customers, contracts, financial transactions or established partnerships may be retained for longer where necessary for contractual, accounting, insurance, legal or regulatory purposes.

When information is no longer required, we will take reasonable steps to delete it securely or anonymise it.

10. Children's Information

The SPACES Leisure website and its general enquiry facilities are intended primarily for schools, organisations and adults.

We do not intentionally use our website to collect personal information directly from children.

As SPACES Leisure develops and manages community use of school facilities, there may be circumstances in which information relating to children or young people is processed as part of delivering particular activities or services.

Where this occurs, appropriate arrangements, safeguards and privacy information will be considered as part of that specific activity or service.

11. Keeping Your Information Secure

We take reasonable organisational and technical measures to protect personal information from loss, misuse, unauthorised access, alteration or disclosure.

Access to personal information is limited to people and service providers who have a legitimate reason to access it.

However, no method of electronic transmission or storage can be guaranteed to be completely secure.

12. Your Data Protection Rights

Depending on the circumstances and the lawful basis being used, UK data protection law gives you rights relating to your personal information.

These may include the right to:

- request access to the personal information we hold about you;
- ask us to correct inaccurate or incomplete information;
- ask us to delete personal information in certain circumstances;
- ask us to restrict how information is used in certain circumstances;
- object to certain uses of your information;
- receive certain information in a portable format where applicable; and
- withdraw consent at any time where we rely upon consent.

Not every right applies in every circumstance.

To exercise a data protection right, contact:

enquiries@spacesleisure.co.uk

We may need to verify your identity before responding to a request.

13. Complaints

If you have concerns about how SPACES Leisure handles your personal information, please contact us first so that we have an opportunity to address them.

Email: enquiries@spacesleisure.co.uk

You also have the right to raise a complaint with the Information Commissioner's Office (ICO), the UK's independent data protection regulator.

Further information is available from the ICO at ico.org.uk.

14. Links to Other Websites

Our website may contain links to websites or services operated by other organisations, including social media platforms.

SPACES Leisure is not responsible for the privacy practices of those third-party websites or services. We recommend reviewing their privacy information before providing personal information to them.

15. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes to our business, website, services, technology or legal obligations.

The latest version will be published on our website together with the date it was last updated.

16. Contact Us

If you have any questions about this Privacy Policy or how SPACES Leisure handles your personal information, please contact us:

SPACES Leisure Ltd

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