

# **SURBITON CHESS CLUB PRIVACY NOTICE**

## **WHO WE ARE**

Surbiton Chess Club (“SCC”) is a not-for-profit club of chess players in our local area. It runs chess teams and events for those club members, including adults and children.

We are affiliated to the Thames Valley Chess League (“TVCL”) and Surrey County Chess Association (“SCCA”) with whom we have an arrangement for the rating of individual performances (“grading”) of our players. Those organisations forward chess results to the English Chess Federation (“ECF”). We also participate in the 4NCL league wherein results are passed to the Federation Internationale des Echecs (“FIDE”) for grading purposes. You are referred to the data protection policies and privacy notices of those external organisations as to their processing of your personal data.

**The SCC is what is known as the “Controller” of the personal information that is provided to us by our club members. It can be contacted through the Secretary whose details appear on our website.**

## **THE PERSONAL DATA WE PROCESS**

For age restricted competitions and junior members, we hold personal age data. That information about those players will be deleted once they become adults. We also hold the contact details of the parents and guardians of our junior members which includes name, address, email and phone number.

The national grading databases together with our results archive are kept in the wider public interest of having national systems to measure and record performance as well as keeping a statistical historical record of chess played. Those who play in our competitions have an expectation that:

- a) their names and, if necessary for eligibility purposes, some birth information, with the names of their opponents will be passed to the TVCL, SCCA, ECF and FIDE for grading along with the results of their chess games;
- b) ECF will supply information to us about participants from their grading database, including name, grading, year of birth for junior players under the age of 18 on the 31<sup>st</sup> August, ECF grading reference and membership number;
- c) FIDE will supply information to us about participants from their international ratings database, including name, country of affiliation, rating, year of birth for junior players under the age of 18 on the 31<sup>st</sup> August, and FIDE reference;
- d) some additional personal information is necessary to ensure that eligibility criteria for our competitions is met in the interests of fair play;
- e) the SCC will maintain a statistical and historical archive of their results as will the SCCA, TVCL, ECF and FIDE on their websites and in their grading databases.

We receive personal information about:

- a) our officers including team captains and organisers, which includes name, address, email and phone number; and
- b) our club members which includes name, address, email, phone number and where necessary for eligibility purposes, birth information.

We organise chess events for individuals and to do so we collect information to identify the players, maintain a record of results and pass that information to the TVCL and SCCA for

grading and to ensure eligibility to play criteria are met. It is also necessary to be able to contact participants through the contact information they supply to us.

#### **WHY WE NEED YOUR PERSONAL DATA AND OUR LEGAL BASIS FOR PROCESSING IT**

To be able to function as a representative body for our club members we need to be able to communicate with them and other persons in the locality who might want to become members in the future. These individuals and SCC have a legitimate interest in such communications including information about our activities. Personal contact details are required for this purpose.

To be able to operate, the officers of SCC, under the terms of our Constitution, need to communicate with each other. The SCC club members may also need to communicate with one another. All have a legitimate interest in such communications. Personal contact details are required for this purpose.

To be able to organise chess competitions our officials need to communicate with each other, with organisations who organise our club competitions or contact players about competitions for individuals. The SCC and these individuals have a legitimate interest in such communications. Personal contact details are required for this purpose.

All the results of our competitions are submitted for grading via the SCCA or TVCL to the ECF and via the 4NCL to FIDE. This is usually done by our captains. To be able to run our competitions fairly, some of which have restrictions on entering according to age and/or grading, we need to be able to identify participants, use their grading and results and forward information for grading purposes. In the interests of fair play, it may be necessary to seek additional personal information to satisfy ourselves that players are eligible to play. It is also necessary for the SCC, SCCA, TVCL, ECF and FIDE to keep a historical statistical record of the chess played in their events and for the more recent results to be publicly accessible from their respective websites. The SCC and its club members have a legitimate interest in these functions. Personal names and results and in some circumstances some birth information are required for these purposes.

#### **SENSITIVE INFORMATION - SAFEGUARDING**

To comply with laws on safeguarding children having regard to our Child Protection Policy and for the purposes of our public liability insurance we may need from time to time to process personal information relating to:

- persons we may wish to appoint whose role includes supervision of children in the absence of a parent or guardian
- individuals participating in our events
- persons raising safeguarding concerns at our events
- persons having a safeguarding need.

All safeguarding sensitive information is confidential and is also processed according to our Child Protection Policy. In some instances that information may need to be shared with one or more of the SCC committee, other safeguarding officers in other organisations, Social Services or the Police depending on the circumstances. Sharing of safeguarding information is governed by Law and is undertaken in accordance with our Child Protection Policy. In extreme circumstances processing may also be in the vital interests of the individual or involve social care.

We are required by our public liability insurance to retain both confidential and non-confidential safeguarding documents for the period specified within our insurance policy to assist the insurers

and the SCC in respect of claims under that policy and any legal matters that may arise. This archive also serves as a data back-up and is kept securely by the Secretary.

### **WHAT WE DO WITH YOUR PERSONAL DATA?**

All the personal information we process is processed securely by our officials according to their specific roles within the SCC. We will not rent, swap or sell your personal information to other organisations for them to use in their own marketing activities. Other than the TVCL, SCCA, 4NCL, ECF and FIDE for grading purposes no third parties have access to your personal information unless it is necessary for an officer role you have accepted within the SCC..

Personal data relating to your chess results is publicly available on the ECF grading website. It is also archived for statistical and historical purposes as a permanent record. It is not possible to participate in our chess competitions if you object to this or to the passing of grading information to the TVCL, SCCA, 4NCL, ECF or FIDE.

The Secretary and Webmaster maintain central lists of contact details so that the SCC can function as an organisation and officials can be contacted as appropriate.

### **HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

Other than information relating to your chess results we only keep personal information for as long as is necessary to establish eligibility for our competitions or for the duration of your involvement with the SCC.

### **WHAT ARE YOUR RIGHTS?**

If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted in some circumstances. Players have the right to ask the SCC not to process their personal data. However, in those circumstances it would not be possible to play in any SCC teams or events.

If you wish to raise a complaint on how we have handled your personal data, you can contact us through the Secretary to have the matter investigated.

If you are not satisfied with our response you can complain to the Information Commissioner's Office <https://ico.org.uk/>

### **CHANGES**

Any changes to this Privacy Notice will be announced on the SCC website.