

# Harrow Chess Club – Privacy Policy

The following policy takes effect from 25<sup>th</sup> May 2018.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Harrow Chess Club (the "Club")

This privacy policy sets out the way we process your personal data so that you are aware of how we use your data as a member or potential member or former member of the Club.

## How do we collect your data?

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries via our website, when you join our mailing list or when you interact with us during your time as a member in various other ways;
- From someone else who has applied for membership on your behalf (for example a family member);
- From the ECF who will supply similar information to us about participants from their grading database, including name, grading date of birth for junior players under 18 at the 1<sup>st</sup> September, ECF grading reference and membership number; or from chess leagues you may have participated in, including the Middlesex League, Thames Valley League and Hillingdon League;

## What data do we collect?

We may collect the following types of personal data about you:

- Your name and your contact and communication information (including email address(es), telephone numbers, postal addresses and records of communications and interactions we have had with you);
- The name, date of birth (if applicable) and grading of your opponents which will be passed to the ECF for grading along with the results of these chess games;
- Your date of birth (if necessary for identification or grading purposes);

- We may collect the moves of your chess games for the purpose display on our website or for circulation to other members

We may also collect data about your health or medical conditions, where you have volunteered this, for the purposes of ensuring your comfort when you attend a Club event, and also whether you are a car driver for logistical purposes for matches.

## **How do we use your personal data?**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express. These purposes are necessary and considered by us to be in the legitimate interests of running our Club.

More generally, we will use your personal data for the following purposes:

- Administration of your Club membership, including:
  - informing you about club opening hours and location;
  - taking payment of membership fees;
- Organisation of chess matches, events, tournaments and teams, and to communicate these details to organisers or team captains of other teams we are playing;
- Submission of results of matches for grading by the ECF or FIDE;
- Submission of your results to the controller of the chess leagues you have participated in, including the Middlesex League, Thames Valley League and Hillingdon League;
- Communication about our Club activities that we think may be of interest to you, particularly coaching sessions and internal club tournaments and other Club events.

## **Sharing your information with others**

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our committee and volunteers, such as tournament and event organisers and team captains, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- The ECF or FIDE or the controller of the chess leagues you have participated in for the purposes of grading and reporting results;
- Your personal data relating to your chess results is publicly available on our website and from the ECF and FIDE grading websites. It is also archived for statistical and historical purposes as a permanent record.

## **How long is your data kept for?**

We keep members' personal data only for as long as necessary for each purpose we use it. We keep potential members' personal data only for as long as necessary to establish whether or not they wish to join the Club. In relation to former members we normally keep their contact information after they resign or their membership lapses in case they later wish to re-join or still wish to hear from the Club or participate in events to which they may be invited. The contact information of potential members and former members is accessible only by Club Officers. We will delete any former member's or potential member's contact details entirely upon request. We normally keep members' contact information after they die, accessible only by Club Officers, but if requested by their next of kin to remove it we will do so on the same basis as when requested to remove data by a former member. However historical game information, results, statistics and league tables cannot be removed upon request.

## **What are your rights?**

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request deletion of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

## **Contact and complaints**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact us at [secretary@harrowchessclub.org.uk](mailto:secretary@harrowchessclub.org.uk)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).