

ESSEX CHESS ASSOCIATION PRIVACY NOTICE

GENERAL

The Essex Chess Association (“ECA”) is a not-for-profit association of member chess organisations in or connected with Essex. It also has a direct membership of individuals. It is managed by an Executive Committee drawn from members and/or representatives of those member organisations. It runs chess events for those member organisations and for individuals. Adults and children participate in our events and teams.

We are affiliated to the English Chess Federation (“ECF”) with whom we have an arrangement along with many other chess organisations in England and Wales for the rating of individual performances (“grading”) within our competitions whether or not those individuals are direct members of the English Chess Federation. Both the ECF and the world governing chess body, Fédération Internationale des Échecs (“FIDE”), protect personal information by allocating a unique individual reference for grading purposes and for international rating purposes this is known as a “FIN”.

For our age restricted competitions, we protect personal identification data of Junior players by using a player’s grading reference and/or FIN for eligibility. For players who are not known to the national grading or international rating databases information of a more personal nature (such as a date of birth or parts thereof depending on the organisation) is required for our eligibility purposes so that those external organisations can create a reference code in accordance with their data protection policies to protect data of a more personal nature. Once this has been created for a player we delete this additional personal information. Age and gender information is required by these external organisations as part of the process for allocating a grading reference or FIN and to facilitate the search functions on their public rating databases for the benefit of individual chess players. You are referred to the data protection policies and privacy notices of these external organisations as to their processing of your personal data.

From time to time it may be necessary to ask players for additional personal information as to residence for example to meet eligibility criteria for our chess competitions and prizes. For county chess matches the eligibility criteria are set by the ECF. Once we are satisfied as to eligibility that information is deleted, save for confirming the basis of eligibility, as we no longer have a need to retain it.

The national grading and international rating databases together with our results archive and the archives of organisations in whose competitions our teams participate in are kept in the wider public interest of having national and international systems to measure and record performance (including by reference to age and gender) as well as keeping a statistical historical record of chess played. Those who play in our competitions have a legitimate interest and 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 ECF for grading along with the results of their chess games either directly or through the organisers of the events our teams enter;
- b) ECF will supply information to us about participants from their grading database, including name, grade, year of birth for junior players under the age of 18 on the 31st 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 31st 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 ECA will maintain a statistical and historical archive of their results as will the organisations whose competitions our teams participate in and the ECF in its grading database in a wider public interest.

We are also a Membership Organisation for the ECF. We act as its agent in collating the necessary information required of chess players to become a member of the ECF when requested to do so by an individual whether directly or indirectly through their member chess club. Those that use this facility have a legitimate interest and expectation that their name, contact details, date of birth and for renewal purposes ECF membership and grading references that they provide will be passed on to enable them to become members of the ECF. Gender and birth information provided is in the wider public interest noted above.

As an organisation we are committed to protecting and respecting the privacy of our members, all who participate in the running of the ECA and those involved in our competitions whether they be players, parents and guardians, carers or organisers.

For junior chess players we have a legal obligation to process their date of birth as from the age of 13 they can exercise their own privacy rights and so that we can ensure appropriate safeguarding for our teams and at our events. Junior chess players, their parents and guardians

have an expectation and a legitimate interest in the fairness of age restricted competitions or prizes.

Our member organisations supply personal information about:

- a) their representatives including team captains, managers and organisers, which includes name, address, email and phone number; and
- b) their players including name and where necessary for eligibility or ECF membership purposes county of origin, birth, gender and residence information.

We organise team and individual chess events for chess players in Essex. We run representative county teams in regional and national events. It is necessary to collect information to identify the players, maintain a record of results and pass that information to the organisers of those events and to the ECF 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.

Individuals can also become members of our organisation. Sometimes this will be through their chess club who enter teams in our League or other competitions which have an ECA membership requirement. Our individual members have a legitimate interest in participating in and being informed of our activities as well as about matters relating to their membership. We will seek prior consent of individuals if we send promotional material electronically to them.

The ECA is what is known as the “Controller” of the personal information that is provided to us by our member organisations or individuals. It can be contacted through the General Secretary whose details appear on our website.

WHY WE NEED YOUR DATA

To be able to function as a representative body for our member organisations we need to be able to communicate with them and other similar bodies in or associated with Essex who might want to become members in the future. These organisations and the ECA have a legitimate interest in such communications including information about our activities. Personal contact details are required for this purpose.

To be able to function as a membership organisation for individuals we need to be able to communicate with them. These individuals and the ECA have a legitimate interest in such communications including information about membership and our activities. Personal contact

details are required for this purpose. Promotional material about the activities of the ECA and chess in Essex is provided on our website and by e-mail. We do not use other forms of social media. To receive promotional material by e-mail you must provide consent.

To be able to take out ECF memberships for individuals on request we need to be able to pass on to the ECF the membership personal information they require of you. They and the ECF have a legitimate interest and expectation of this. Sensitive gender information is provided in the wider public interest to improve the demographic representation of women in chess.

To be able to operate the ECA under the terms of our Constitution our two governing representative bodies (the Executive and the members in General Meeting) need to communicate with each other). The ECA and those members have a legitimate interest in such communications. Personal contact details are required for this purpose.

To be able to organise and play in chess competitions our organisers and officials need to communicate with each other and with organisations who might wish to enter teams (or inform their members of any competitions for individual chess players) and those whose competitions our teams participate in or contact members and players about competitions for individuals or playing for a county team. The ECA and these individuals have a legitimate interest in such communications. Personal contact details are required for this purpose.

Consequently with this, the contact details provided to us by members and players may be used to contact them by mail, telephone or e-mail for the above purposes of the ECA.

All the results of our competitions are submitted for grading by the ECF. This is usually done by our Grading Officer or event organiser. In submitting grading results to the ECF our competition graders are also what are known as “**Data Processors**” for the ECF. To be able to run our competitions fairly, some of which have restrictions on entering according to age and/or grade, we need to be able to identify participants, use their grade and results and forward information to the ECF for grading purposes. There are eligibility criteria for all our competitions, some of which are set by the ECF. 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 both the ECA and the ECF to keep a historical statistical record of the chess played in its events and for the more recent results to be publicly assessable from their respective websites. The ECA and participating teams and players have a legitimate interest in these functions. Personal names

and results and in some circumstances some birth or residence information and county of affiliation are required for these purposes.

WHAT WE DO WITH YOUR DATA

All the personal information we process is processed by our officials according to their specific roles within the ECA. Other than the ECF for membership and/or grading purposes no third parties have access to your personal information unless it is required by law or necessary for the role you have accepted or you have consented to its public accessibility via our website or promotional literature.

Personal data relating to your chess results is publicly available on our website, the websites of the organisations in which our teams play and from the ECF grading website (where results can be sorted according to age and gender). 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 ECF.

Our officials keep your personal information secure either on password protected systems or password protected files. The General and Assistant General Secretaries and Webmaster maintain central lists of contact details so that the ECA can function as an organisation and officials can be contacted as appropriate. Other officials such as team captains keep contact details of those interested in playing for their teams.

HOW LONG DO WE KEEP YOUR DATA?

Other than information relating your chess results we only keep personal information for as long as is necessary to establish eligibility for our competitions or whilst we await an ECF grading reference or for the duration of your involvement with the ECA and for a reasonable time afterwards or until notified of change by you or other organisations who are responsible for keeping their own contact information up-to-date. After that it is deleted.

OUR WEBSITE

Our website does not use cookies. Some websites will invite you to use cookies which take and store information from your computer to make it easier to use their sites. Websites should notify you when they do. We do not collect personal data simply as a result of visiting our website.

Our website may display photographs of individuals taken during our activities. The taking of photographs at our events will be announced and is regulated in accordance with our safeguarding policy. Subjects may request that they are not portrayed or identified in any published material.

Our website may contain links to other websites. This privacy policy only applies to the use of our website. We cannot be responsible for other websites even if accessed via links to our website.

WHAT ARE YOUR RIGHTS

ECA members and players can ask for a copy of the data the ECA holds about them. 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 or withdraw consent for promotional material. Players have the right to ask the ECA not to process their personal data. However, in those circumstances it would not be possible to play in any ECA events.

If an ECA member or official provides information about another person, it is their responsibility to ensure that the other person has given their explicit consent to the processing of their personal data.

If you wish to raise a complaint on how we have handled your personal data, you can contact us through the General Secretary to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>

SENSITIVE INFORMATION - SAFEGUARDING

To comply with laws on safeguarding children and adults in need having regard to our safeguarding policy, for social protection 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 and/or adults in need in the absence of a carer, 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 Safeguarding Policy. Confidential information is maintained securely by our safeguarding team on free standing password protected systems and/or password protected files. In some instances that information may need to be shared with one or more of the Executive, 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 Safeguarding Policy. In extreme circumstances processing may also be in the vital interests of the individual or involve social care.

We also hold non-confidential information relating to safeguarding at our events, which includes personal information about our organisers and officials. This is a necessary part of being able to run events that may include junior chess players or adults in need. Similarly, it is necessary for our contacting team to be contactable by those participating in or spectating at our events. The ECA, our officials and organisers, junior players, adults in need, carers, parents and guardians have a legitimate interest in the processing of this personal information, including contact details.

We are required by our public liability insurance to retain both confidential and non-confidential safeguarding documents for a minimum of thirty years to assist them and the ECA 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 General Secretary.

CHANGES

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

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