**St Andrews Chess Club**

**DATA PROTECTION & PRIVACY POLICY**

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**About this policy**

This policy explains when and why we (St Andrews Chess Club) collect personal information about our members and how we use it; keep it secure and club member’s rights in relation to it. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities at the club. Normally this will be through some level of membership.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check this statement for any amendments. We will only share your personal data with any third parties as outlined below.

We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data.

**Responsible person**

For the purposes of the GDPR, the Club Secretary will be the “controller” of all personal data we hold about club members and others. He/she will review personal data every year to establish whether we are still entitled to process it or not.

**Member’s rights**

You have rights under the GDPR:

• To access your personal data

• To be provided with information about how your personal data is processed

• To have your personal data corrected

• To have your personal data erased in certain circumstances

• To object to or restrict how your personal data is processed in certain circumstances

For more details, please address any questions, comments and requests regarding our data processing practices to the Secretary

**The Lawful reasons for processing your data**

We have two lawful reasons for processing your data, which are:

(a) Processing is necessary to ensure the smooth administration of the club.

(b) You have given consent to the processing of your data by signing our privacy statement, signed copies of which are available on request.

**Children**

Parents or guardians or carers signing the data protection consent form are giving their permission for the data to be used as described elsewhere in this policy.

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**How we protect your personal data**

**Who manages the data?**

The Data Controller for the Club is the Club Secretary.

**Where is the data stored and who has access?**

The secretary will process membership information electronically and a backup of information held will be held securely on the Secretary’s computer

In the unlikely event of a breach of the security of data we will notify members promptly.

We will never sell or pass on your personal data outside of the Club without your consent.

**Accuracy and retention of data**

Each individual member is responsible for keeping the Secretary informed of changes to their data. If a member wishes to withdraw their consent to any/all data being held they should contact their Secretary.

The data will normally be kept for up to 20 years to enable alumni to keep in contact with the club. Names and scores may be kept indefinitely for reason of historical significance – e.g. on trophies, plaques and other awards.

**Who we may share your data with**

Subject to written consent St Andrews Chess Club may share your personal data with any other member of St Andrews Chess Club if this assists with the administration of St Andrews Chess Club.

**What data is held & Why?**

Subject to consent, Hull Chess Club may hold the following data on our members:

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| --- | --- | --- |
| **Type of Personal Data** | **Reason for Collection** | **Lawful Basis** |
| Name | To assist with administration of the club | Legitimate Interest/ Consent |
| Address  Email Address  Telephone Numbers | To assist with administration of the club and to enable all members to contact each other to arrange lifts to matches and captains to arrange teams and to inform member of club | Legitimate Interest/ Consent |
| Photos\*  Volunteered Information | To promote the club’s activities to the wider world via the website | Legitimate Interest/ Consent |

\* Consent for storing or sharing of photos of junior players must be obtained from their parent/guardian/carer as well as from the junior