

Northumbria Junior Chess Association Privacy Policy

1. About this Policy

1.1 This policy explains when and why we collect personal information about various stakeholders: our participants, their parents\guardians, members, trustees, volunteers and officials, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.njca.co for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

2.1 We are the Northumbria Junior Chess Association. We can be contacted at mail@njca.co.

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Name, address, telephone numbers, e-mail address(es) of participants and their parents\guardians, of volunteers, organisers and of trustees	Managing and Organising Tournaments. Informing about future events, other items of interest, organising events\committee meetings and other related activities. To pass to ECF for grading purposes.	Performing the Charity's contract with it's stakeholder(s). For the purposes of our legitimate interests in operating the Charity. Consent. We will seek the consent of participants (or their parents\guardians if Under 18) to inform about future events etc. (e.g. on tournament entry forms)
The dates of birth, ages and gender of tournament participants	Managing and Organising Tournaments.	Performing the Club's contract with it's stakeholder(s).

	To pass to ECF for grading purposes.	For the purposes of our legitimate interests in operating the Charity.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the stakeholder's vital interests and those of their dependants
Participant's medical details	Ensuring requirements are met in dietary and medical terms	Protecting the stakeholder's vital interests and those of their dependants
Photos and videos taken at tournaments of participants and others	Putting on the Charity's website and social media pages and using in press releases.	Consent. We will seek the consent of participants (or their parents\guardians if Under 18) to use photographs (e.g. on tournament entry forms)

4. How we protect your personal data

4.1 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.2 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.3 For any payments which we take from you online we will use a recognised online secure payment system.

4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.

5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. PayPal for payments). We do this for the purpose of our legitimate interests in operating the Charity and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service. It is possible that third parties may themselves engage others (subprocessors) to process your data.

5.3 We may also pass your personal data and your child's personal data to the English Chess Federation, FIDE and other similar organisations for the purposes of grading and

membership, when it is in the legitimate interest of the charity and to fulfil our contract with you.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems until one full chess season (September to August) has passed without you/your child entering a competition or otherwise being involved with NJCA activities. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to mail@njca.co .