

Data Protection and Privacy Notice for Richmond & Twickenham Chess Club (RTCC)

July 2024

1. What personal data does RTCC collect?

The data we routinely collect includes members' names, addresses, email addresses, occupation and registration numbers. We collect this data directly from our members when they join the club.

For some of our members we may have additional information such as committee memberships, teaching qualifications, Disclosure and Barring Service (DBS) checks obtained with the member's knowledge and permission, or tournament director's roles. We will also keep information relating to disciplinary matters and sanctions.

We collect results from the games you play and these may be used in maintaining the English Chess Federation's national grading and rating schemes.

2. What is this personal data used for?

We use members' data for the administration of your membership, the communication of information and the organisation of events. We provide your data to the English Chess Federation (ECF) for their use as explained in the section below.

3. Who is your data shared with?

We may provide your data to the ECF for their use in relation to the national grading schemes unless you have chosen to have your national grading kept private. This includes details of match results.

Your membership data including details of your match results will also be passed on to the organisers of matches you are involved in including those organised by Surrey County Chess Association, London Chess League, Thames Valley Chess League and Southern Counties Chess Union.

4. Where does this data come from?

Data for most of our members comes from them when they join RTCC or when they update their information either directly or through their ECF record.

The information held by the ECF may be updated by your club if you have given the club permission to change your record.

Results data comes directly from the club games in which you play.

5. How is your data stored?

This information is mainly stored in digital form on computers and in the form of written documents stored at RTCC. Any information which is held remotely is stored in compliance with the General Data Protection Regulations (GDPR).

6. Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring RTCC discharges its obligations under the GDPR is the Club Secretary, Sampson Low, rtccsecretary@gmail.com

7. Who has access to your data?

Some members of the committee have access to members' data in order for them to carry out their legitimate tasks for the organisation.

8. What is the legal basis for collecting this data?

RTCC collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive mind sport.

For some data, such as that related to financial matters and personnel information, the basis for its collection and retention is to comply with our legal obligations.

9. How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact Sampson Low, rtccsecretary@gmail.com

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, although we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

10. Does RTCC collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

We do not record any such special data.

11. Can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- a) If you wish you can become an "anonymous" member. This would involve you having a pseudonym with an ECF number under which you would play.
- b) You could maintain your club membership with your correct name but with limited contact details. We do, however need one means of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the ECF are able to provide you with in the way of written information.
- c) If you do not want your national grade to be public, you may choose for it to be kept private and you can change this option as often as you wish.
- d) You may choose not to receive information emails from RTCC.
- e) Any of these options can be implemented for your club membership by contacting Sampson Low, rtccsecretary@gmail.com
- f) You have the right to exercise any of these rights in relation to your membership of the English Chess Federation.

12. How long we keep your data for and why.

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. We will however delete any former member's contact details entirely on request.

Since underlying statistical data such as match results continues to be necessary in relation to the purpose for which it was originally collected and processed, results used for national grading are not deleted by RTCC or the ECF although they will no longer be attributed to a player who does not want their data to be kept.

Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

13. What happens if a member dies?

We normally keep members' information after they die. If requested by their next of kin to delete, we will do so on the same basis as when requested to remove data by a former member.

14. Can you download your data to use it elsewhere?

To access data held by RTCC, please contact Sampson Low, rtccsecretary@gmail.com