

This is the Privacy Statement of the Cambridge Junior Chess and Go Club

1 What personal data does the club collect?

- Names and e-mail addresses: used to set up our e-mail list (see below), and if individual communication is needed
- Phone numbers of contacts: used for individual communication e.g. if a child is not collected from the club
- Whether permission has been given to seek medical help in an emergency - for use in an emergency situation
- Details of relevant medical conditions (e.g. allergies) - so that those running the club are aware of anything relevant
- Whether (for older children) the child is allowed to leave the club alone - so those running the club are aware
- Month of birth - for use in competitions with agebands
- Chess and Go grade estimates - for use in competitions and teaching
- Whether the parent has volunteered to help at the club
- Names of any siblings also brought to take part in the club (temporarily, in advance of a separate form being filled in)

2 What is this personal data used for?

We use the contact details to send out information about the club, and other news and information that may be of interest to members. We may use age and grading information in running competitions or teaching at the club. We use the other information to facilitate the smooth and safe running of club meetings (e.g. we may use phone numbers if a child has not been collected at the end of the club).

3 Who is your data shared with?

The data is accessible only by club committee members. We do not share any data with third parties except in particular circumstances (e.g. when we are approached about an individual at the club playing for a county or national team) when we would always get explicit permission first.

4 Where does the data we hold come from?

The data we hold comes from the club membership forms, as modified by subsequent information given to us by members/parents. The exception is the information on chess/go strength which we may estimate or get from external publicly available rating lists.

5 How is your data stored?

We keep a paper copy of the membership form for as long as the person continues to be a member of the club. We also store the information on a computer spreadsheet, accessible only by members of the club committee. This is used to produce register lists for the club, and lists of agebands and grades used in competitions and teaching; these may also be held on computer spreadsheets. The e-mail addresses are held in an e-mail list which again is only accessible by the club committee.

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

The club committee is responsible for this.

7 Who has access to your data?

Only current committee members have access to the data. If someone leaves the committee their access will be removed.

8 What is the legal basis for collecting this data?

As detailed in the advice of the Information Commissioner's Office at <https://ico.org.uk/for-organisations/register/faqs>, we only collect or process information necessary to establish or maintain membership or support, and to provide or administer activities for people who are members of the organisation or have regular contact with it

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

If you want to see data we hold on you, you can request this by e-mail or in person from any club committee member. There is no fee for this.

10 Does the club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data". The only data of this type held by the club is information provided by the parent or guardian of any medical conditions which they feel the club organisers should be aware of. We understand that as detailed at <https://gdpr-info.eu/art-9-gdpr/> we are allowed to hold this information because we have obtained explicit consent.

11 How can you ask for data to be removed, limited or corrected?

You can give any corrections/additions/deletions to any club committee member.

12 How long we keep your data for, and why?

We keep data as long as the person it refers to is still a member of the club and we have not been asked to delete it. If the member has been absent from the club for an extended period we will e-mail a notice that we are about to delete the data, and then we will carry this out if we do not have any reply to the contrary.

13 Can you download your data to use it elsewhere?

No, there is no facility to do this