**SURREY COUNTY CHESS ASSOCIATION PRIVACY NOTICE**

**WHO WE ARE**

The Surrey County Chess Association (“SCCA”) is a not-for-profit association of member chess organisations and individuals in Surrey. It runs chess events for those member organisations and individuals, including adults and children.

We are affiliated to the English Chess Federation (“ECF”) with whom we have an arrangement for the rating of individual performances (“grading”) within our competitions either from our direct submissions or, for some county matches, via the Southern Counties Chess Union ("SCCU"). A subset of our chess game results also go to the Federation Internationale des Echecs ("FIDE") for grading purposes. You are referred to the data protection policies and privacy notices of these external organisations as to their processing of your personal data.

**The SCCA 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 Administrative Director whose details appear on our website.**

**THE PERSONAL DATA WE PROCESS**

For our age restricted competitions, we hold personal age data of Junior players. That information about those players will be deleted once they become adults. We also hold the contact details of the parents and guardians of our junior team participants which includes name, address, email and phone number.

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 SCCU and ECF competitions.

The national grading and international rating databases together with our results archive are kept in the wider public interest of having national and international systems to measure and record performance as well as keeping a statistical historical record of chess played. Those who play in our competitions have an expectation that:

1. their names and, if necessary for eligibility purposes, some birth information, with the names of their opponents will be passed to the ECF and SCCU for grading along with the results of their chess games;
2. ECF will supply information to us about participants from their grading database, including name, grading, year of birth for junior players under the age of 18 on the 31st August, ECF grading reference and membership number;
3. 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;
4. some additional personal information is necessary to ensure that eligibility criteria for our competitions is met in the interests of fair play;
5. the SCCA will maintain a statistical and historical archive of their results as will the SCCU, ECF and FIDE on their websites and in their grading databases.

Our member organisations supply personal information about:

1. their representatives including team captains, managers and organisers, which includes name, address, email and phone number; and
2. their players including name and where necessary for eligibility purposes county of origin, birth and residence information.

We organise chess events for individuals and to do so we collect information to identify the players, maintain a record of results and pass that information 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.

From time to time we may wish to record photographic or video images at our events and publish them online for publicity purposes.

**WHY WE NEED YOUR PERSONAL DATA AND OUR LEGAL BASIS FOR PROCESSING IT**

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 Surrey who might want to become members in the future. These organisations and the SCCA have a legitimate interest in such communications including information about our activities. Personal contact details are required for this purpose.

To be able to operate the directors of the SCCA Board under the terms of our Constitution need to communicate with each other. The SCCA members whether an organisation or individual may also need to communicate with one another. All have a legitimate interest in such communications. Personal contact details are required for this purpose.

To be able to organise 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) or contact players about competitions for individuals. The SCCA and these individuals have a legitimate interest in such communications. Personal contact details are required for this purpose.

All the results of our competitions are submitted for grading ECF (some via SCCU) and a subset to FIDE. This is usually done by our Grading Officer. To be able to run our competitions fairly, some of which have restrictions on entering according to age and/or grading, we need to be able to identify participants, use their grading and results and forward information to the SCCU / ECF / FIDE for grading purposes. 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 SCCA, SCCU, ECF and FIDE to keep a historical statistical record of the chess played in their events and for the more recent results to be publicly accessible from their respective websites. The SCCA 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.

If we intend to take photographs or video images at an event we will ensure that individuals have the right to opt out of their photographic images being taken or published. Parental consent will be obtained for any recording and publishing of images of children.

**SENSITIVE INFORMATION - SAFEGUARDING**

To comply with laws on safeguarding children having regard to our Child Protection Policy 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 in the absence of a 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 Child Protection Policy. In some instances that information may need to be shared with one or more of the Board, 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 Child Protection 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. The SCCA, our officials and organisers, junior players, 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 the period specified within our insurance policy to assist the insurers and the SCCA 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 Administrative Director.

**WHAT WE DO WITH YOUR PERSONAL DATA?**

All the personal information we process is processed securely by our officials according to their specific roles within the SCCA. We will not rent, swap or sell your personal information to other organisations for them to use in their own marketing activities. Other than the SCCU, ECF and FIDE for grading purposes no third parties have access to your personal information unless it is necessary for an official role you have accepted either within the SCCA or within a member organisation.

Personal data relating to your chess results is publicly available on our website, SCCU and from the ECF and FIDE grading websites. 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 or FIDE.

The Administrative Director and Webmasters maintain central lists of contact details so that the SCCA can function as an organisation and officials can be contacted as appropriate.

Only photographs or videos of subjects who have not opted out and, in the case of juniors, where parental consent has been obtained, will be taken and published.

**HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

Other than information relating to 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 SCCA or until notified of change by other organisations who are responsible for keeping their own contact information up-to-date.

**WHAT ARE YOUR RIGHTS?**

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. Players have the right to ask the SCCA not to process their personal data. However, in those circumstances it would not be possible to play in any SCCA events.

You have the right to have your photographic or video image(s) removed from any SCCA controlled online publication.

If you wish to raise a complaint on how we have handled your personal data, you can contact us through the Administrative Director to have the matter investigated.

If you are not satisfied with our response you can complain to the Information Commissioner's Office <https://ico.org.uk/>