

BEDFORD CHESS CLUB DATA PROTECTION PRIVACY POLICY

Data held:

The club holds the following details of **all** its members:

name

e-mail address

chess grade.

The club holds the following details of **some** of its members:

telephone number

address.

Use of data:

These details are used to run the activities of the club including: -

running the affairs of the club by collecting subscriptions, grading, appointing officers, holding annual general and committee meetings and other meetings where necessary and occasional social meetings

arranging club tournaments

enabling members to contact other members

organising teams to play matches against other clubs.

Privacy

We hold the information:

in paper and electronic documents kept securely by the Club Officers (Chairman, Secretary, Treasurer, Tournament Controller, Web-site Controller and Team Captains)

on the Member's section of the Club Web-Site which can be accessed only by password which is changed at regular intervals and available only to members.

When members leave the club or request us to do so their details will be removed from the web-site but will continue to be held securely by the Club Officers.

The details held will not be disclosed to any person or organisation except to the extent that it is necessary for the purposes of ECF grading, participation in the Bedfordshire Chess League, membership of the Bedfordshire Chess Association and for the purpose of other club matches (e.g. the EACU Team Competition or the National Club Championship.)

Notices and messages sent by e-mail to members will not show the names of any members unless they have expressly consented. We will use the blind copy facility for those members who do not consent. However we encourage members to give their consent as this makes communication between members easier.

Children/Junior Chess Club

For children who are members of the main club we hold and will use a parent's contact details consisting of name of parent and child, e-mail address and telephone number.

Children who attend the junior club pay on a session by session basis. We hold and will use a parent's contact details consisting of name of parent and child, e-mail address and telephone number. These details will not be shown on the web-site.

The junior organiser will keep the details securely in paper and electronic format, which will be shared only as necessary with the assistants, and used only for the purpose of notifying parents of and organising meetings.

Messages to parents will be sent by blind copy and the details will not be disclosed to any other party for any purpose.

Responsibility

The Club will appoint a committee member to take responsibility for data protection. Until the AGM on 5 July 2018 the Club Secretary will take responsibility.

May 2018

