

Privacy Policy for the Notts Chess Association

The Data Protection Act 2018 came into force on 25th May 2018.

The following is the NCA policy in relation to it.

What is the basis for Collecting Data?

By playing in the League, Congresses or for the County Teams players contract to abide by the competition rules and use of their data required to run the events.

By agreeing to become NCA officers or club representatives people consent to use of their data as required to fulfil those roles.

Whose Data Do We Hold?

Association Officers

Affiliated Club Officials and Team Captains

Associate Members Officials

Individual Members

Players in the League, the Tournaments and the County Teams

What Data Do We Process?

Details	Mandatory for Players	Mandatory for Officers	Published Information	Shared with ECF
Name	√	√	√	√
Club	√	√	√	√
Date of Birth	Juniors Only			√
Gender	√			√
Phone Number		√	√	√
Email Address		√	√	√
Home Address		√		√
ECF Grade Details	√		√	√
ECF Membership Details				√
Game Results	√		√	√
Tournament Results	√		√	√
Attendance at Meetings			√	

What Will We Do With The Data We Hold?

Publish details on the NCA website (or in printed form) for general access by anyone.

Distribute information directly to people involved with the NCA operations either by email or in printed form.

Conduct NCA business by using open group emails to facilitate group discussion.

Pass on details to the ECF to arrange ECF Membership through the NCA.

Pass on details to the ECF for grading of games played.

Pass on details to the ECF and MCCU of the County Team Matches.

Paper records that are not for general access will be kept securely by the officers holding them.

Electronic details that are not for general access will be kept securely by the NCA officers holding them.

What Won't We Do With The Data We Hold?

Pass on details to any third party other than as mentioned above, except as required by law.

Publish personal data on the website without specific agreement of the person concerned or responsible adult in the case of junior players.

How Long Will We Keep The Data We Hold?

Generally it will be retained indefinitely, unless you ask us to amend it.

Can You Limit How We Use Your Data?

Right to Erasure: You can request the removal of your contact details from the NCA website and from NCA mailing lists. (Note: This will restrict your participation in NCA activities accordingly.)

It is not possible to remove historically published details such as match or tournament details, etc.

Your right of access

You can make a subject access request to find out what data is held and how it is used. You may make a subject access request before exercising your other information rights.

You can make a subject access request by contacting the Association Secretary.

You can make a subject access request verbally or in writing. If you make your request verbally, it is recommended that you follow it up in writing to provide a clear trail of correspondence. It will also provide clear evidence of your actions.

When making a subject access request, include the following information:

- a. Your name and contact details.
- b. Any information used by the association to identify or distinguish you from other people with the same name.
- c. Any details or relevant dates that will help it identify what you want.

The association has one month to respond to your request. In certain circumstances it may need extra time to consider your request and can take up to an extra two months. If it is going to do this, it will let you know within one month that it needs more time and why.

Your right to get your data corrected

You can challenge the accuracy of personal data held about you by the association and ask for it to be corrected or deleted. If your data is incomplete, you can ask the association to complete it by adding more details. We can only amend data held by the association.

You can make a request by contacting the Association Secretary.

When the association is asked to correct data, it will take reasonable steps to investigate whether the data is accurate. To do this it will consider your arguments and any evidence you provide.

The association will then contact you and either:

- a. confirm it has corrected, deleted or added to the data, or
- b. inform you it will not correct the data and explain why it believes the data is accurate.

The association has one month to respond to your request. In certain circumstances it may need extra time to consider your request and can take up to an extra two months. If it is going to do this, it will let you know within one month that it needs more time and why.

Who to Contact?

The NCA does not require a Data Protection Officer. If you have any queries, or wish to amend the data we hold, please contact the Association Secretary.