

This is the Data Protection Policy of the Cambridge Junior Chess and Go Club

1 We acknowledge that we are subject to the General Data Protection Regulation.

2 We understand that we are exempt from registering with the Information Commissioner's Office, because we are a non-profit organisation.

3 We keep on a computer spreadsheet the information provided to us on membership forms, if the box has been ticked to give us permission to hold this data. We add to this estimates of chess and go strength if we have them. We also use this to produce a printed register list for the club and a printout of grades and/or ages for use in running chess and go competitions and teaching at the club. This information we hold electronically is:

- Names and e-mail addresses: used to set up our e-mail list (see below)
- Phone numbers of contacts: used if a child is not collected from the club or is ill or there is an emergency situation
- 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

This spreadsheet (and a printed version brought to the club meetings) is accessible only by the club committee

4 We maintain an e-mail list of current members/parents where the e-mail address has been provided to us. We use this to send out regular news about the club (club members may be referred to, for example to give their score if they are playing in a competition in the club; we will only use the first name and possibly surname initial) and information relating to chess, go and other board games which may be of interest to members. This may include information about events coming up, or results of recent events (sometimes we will filter the list to include only certain ages or playing strengths if a particular event would not be relevant to all club members). The e-mail list is sent out as a blind copy and the only recipients are club members/parents and the club committee.

5 If a parent/guardian of a club member brings along a sibling of the club member to the club, in the short term we will add the name only of the sibling to our records so they can be included on the club register; but we will ask for a separate membership form for the sibling to be completed as soon as possible.

6 Contact details and other personal data is not normally sent to third parties, and will not be sent without explicit permission being sought first. Sometimes we are approached by individuals running county or national teams to ask about specific players from the club or to ask if we have strong players in the club in particular age bands; if this happens we will always get explicit permission from the parent or guardian before passing on any contact details.

7 On our club website there is a historical list of full names, but no other personal details, of the winners of competitions held at the club.

There may also at times be records of games played by members at the club but again there will be no details of the players apart from their names.

8 Where we send out information about chess or go tournaments run by third parties, members should be aware the organisers of these events will often require entrants to agree that results are published on the internet and/or used for grading purposes.

9 Personal data is deleted on request. In addition, if a member does not attend the club for an extended period, we will e-mail and suggest that the person is removed from the list of club members and their personal electronic data is deleted by the club; if we do not receive a response to the contrary then we will carry this out.