# EJCA Logo

# GDPR DATA PROTECTION POLICY

EJCA as a body is a DATA CONTROLLER under the Act, and also a DATA PROCESSOR, and the committee is ultimately responsible for this policy’s implementation.

The following procedures have been developed in order to ensure that EJCA meets its responsibilities in terms of Data Protection.

# Data records Purposes

EJCA obtains personal data (such as names, addresses, phone numbers and email addresses) from tournament entrants and others. This data is obtained, stored and processed solely to assist EJCA in the efficient running of its activities. This information is stored securely in paper form and on individual committee members’ personal computers.

EJCA will process some or all of the following personal data where necessary to perform its tasks:

* Contact details such as names, telephone numbers, addresses, email addresses, dates of birth and gender

EJCA will process this data for some or all of the following purposes:

* To inform you of upcoming tournaments, coaching sessions, and similar activities organised by EJCA
* To facilitate the efficient selection of county teams
* To assist EPSCA and ECF in the selection of national teams
* To assist other organisations (eg British Chess) in the provision of junior chess activities

When undertaking a mailing to persons whose personal details are held by EJCA, for the purpose of tournament invitation or any similar purpose, emails will be sent using the ‘Blind Copy’ facility.

# Consent

Written consent is not requested on the basis that EJCA has a legitimate interest; it is assumed that the consent has been granted when an individual freely supplies personal details.

Personal data will not be passed on to anyone outside the organisations stated above without explicit consent from the data owner unless there is a legal duty of disclosure under other legislation, in which case the Secretary will discuss and agree disclosure with the Chairman.

# Access

Only members of the EJCA committee, or team managers, involved in the running of EJCA will have access to personal data.

All such volunteers are made aware of the Data Protection Policy and their obligation not to disclose personal data to anyone who is not supposed to have it.

Information supplied is kept in a secure filing, paper and electronic system and is only accessed by those individuals involved in the running of EJCA.

Information will not be passed on to anyone outside the EJCA without your explicit consent, excluding statutory bodies e.g. HM Revenue & Cutoms.

Individuals will be supplied with a copy of any of their personal data held by EJCA if a request is made.

# Accuracy

EJCA will take reasonable steps to keep personal data up to date and accurate.

Personal data will be stored until the individual’s child reaches the age of 19 years, at which point their records will be destroyed, unless we are specifically asked by an individual to keep them on file for future reference.

If a request is received from a member to destroy their records, we will remove their details from the database and request that all personnel holding paper or electronic details for the member destroy them. This work will be carried out by the Secretary, Chair or Data Controller of EJCA.

# Storage

Personal data may be kept in paper-based systems and on committee members’ password-protected computer systems. Paper-based data are stored in organised and secure systems.

# Use of Photographs

Photographs taken during EJCA tournaments and team competitions may be used on the EJCA website, unless permission is expressly withheld. If a request is received to remove any photograph from the website, this will be done with 72 hours.

# Responsibilities of volunteers

During the course of their duties with EJCA, volunteer members will be dealing with information such as names/addresses/phone numbers/e-mail addresses of players and their parents. They may be told or overhear sensitive information while working for EJCA. The GDPR gives specific guidance on how this information should be dealt with. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. All personnel are required to abide by this policy.