# EJCA Logo

### GDPR PRIVACY NOTICE

This Privacy Notice is provided to you by the Committee of the Essex Junior Chess Association (EJCA) which is the data controller for your personal data.

# Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

EJCA collects and uses information about people who are involved in junior chess in the county and from elsewhere, both juniors (U18) and parents.

This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material – and there are safeguards to ensure this in the GDPR.

EJCA regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain the confidence of those with whom it deals.

To this end EJCA fully endorses and adheres to the Principles of Data Protection, as set out in the GDPR.

# Purpose

The purpose of this policy is to ensure that those involved with the activities of EJCA are clear about the purpose and principles of Data Protection and to ensure that EJCA has guidelines and procedures in place which are consistently followed.

Failure to adhere to GDPR is unlawful and could result in legal action being taken against EJCA or its volunteers handling data.

# Principles

GDPR regulates the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin GDPR. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

# Your rights and your personal data

You have the following rights with respect to your personal data. (When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.)

# The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

# The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

# The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it to comply with a legal obligation).

**The right to object to the processing of your personal data or to restrict it to certain purposes only.**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

# The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month.

**The right to withdraw consent**

You have the right to withdraw your consent at any time to any processing of data for which consent was obtained. You can withdraw your consent easily by email or by post (see Contact Details below).

# Other data controllers EJCA works with:

* English Chess Federation
* English Primary Schools’ Chess Association (EPSCA)
* British Chess

If we and the other data controllers listed above are processing your data jointly for the same purposes, then EJCA and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

# The right to lodge a complaint with the Information Commissioner’s Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

# Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

# Changes to this notice

This Privacy Notice will be kept under regular review and we will place any updates on the EJCA website [www.ejca.co.uk](http://www.ejca.co.uk) . This Notice was last updated in April 2018**.**

# Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Dave Hawkins – Data Controller

Essex Junior Chess Association

davehawkins126@googlemail.com