



Bearsden Chess Club



Data Use Policy

Bearsden Chess Club is a small voluntary organisation, and is not a Limited Company, Charity nor a Community Amateur Sports Club, and as such is not registered with the ICO (Information Commissioner's Office). The club still intends to hold data in line with recent GDPR data legislation changes. This document explains how Member data is held and what use is made of it

What is held?

The Club's subscription form asks for Name, Address, Telephone, Email, Date of Birth (if Junior), Category of Membership desired, and also how the member became aware of the club.

It must be emphasised that prospective members can choose to consent or withhold **any or all** of the above items (except Member Category) although without some contact information it would be difficult to contact people about matches and club events and without basic identification results can not be sent to Chess Scotland for Grading.

How is the Data held?

The data items supplied are held in an encrypted Excel spreadsheet maintained by the Club Secretary along with player information from Chess Scotland on PNUM, current Grade and Title. There may also be additional comments such as a Junior's parent/guardian's name and alternative phone number.

Can you see the data we hold on you?

Of course. Just email the Secretary who will provide the above spreadsheet entry ASAP only subject to reasonable delays such as holidays.

What use is made of the data?

A confidential Word document showing Names, Telephone, Email and Grade is extracted and given to Team Captains and Committee members.

For Club Championship entrants the same contact information is given to entrants to arrange game times with their opponents.

When team captains or organisers send match results to the Chess Leagues for competitions and grading the Name and Grade are used and for Juniors the DOB is needed for initial assigning of age category and PNUM

Do we pass on Member's data except as described above?

Certainly not! As stated on the Subscription Form which authorises the above usage, the data is CONFIDENTIAL and ONLY for our Club use. After 3 inactive years data is archived and deleted after 6.

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President Eugene Duffy

Vice-President: Niels Billcliff

Treasurer: Ian English, 18 Golf Drive, Old Drumchapel, G15 6TA

Secretary: Mel Burt, 50 Buchanan Drive, Bearsden, G61 2EP Tel. 0141 569 3361