

FOUR NATIONS CHESS LEAGUE (4NCL)

PRIVACY NOTICE FOR PLAYERS, TEAM MANAGERS, AND OFFICIALS

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after [your membership] with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you if you are either:

1. a player who has participated in any event organised by the 4NCL
2. any manager or team captain of a team competing in the 4NCL
3. any arbiter engaged to work at a 4NCL event

References to **we**, **our** or **us** in this privacy notice are to the 4NCL (Registered Company number 03227678). Contact details are set out in the "**Contacting us**" section at the end of this privacy notice.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

Players in 4NCL Congresses

When you sign up for membership with us, you may provide us with or we may obtain **personal information** about you, such as information regarding your:

- o personal contact details that allow us to contact you directly such as name, title, email addresses and telephone numbers;
- o date of birth and gender;
- o ECF membership details including start and end date;
- o details of your club affiliation;
- o records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- o any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- o records of your attendance at any events or competitions hosted by us;
- o images in video and/or photographic form and voice recordings.

Players in 4NCL or Junior 4NCL

If you are a player who has competed in an event submitted to us for grading we may obtain the following **personal information** from you:

- o name and squad affiliation;
- o date of birth and gender;
- o grading and rating on ECF and FIDE lists
- o records of results.

Team Captains and Managers

If you are a team manager or captain we may hold the following **personal information** on you, in addition to any data held on you as a player:

- o name and squad affiliation;
- o e-mail, postal, and telephone contact details.

Officials

If you are an ECF qualified Coach or Arbiter we may hold the following **personal information** on you:

- o name;
- o e-mail, postal, and telephone contact details
- o coaching or arbiting qualification and officiating history;
- o accreditation start and end date;
- o DBS Clearance status.

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We do not collect special category information about you unless you voluntarily supply it to us directly.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you become a member of the English Chess Federation, or when the organiser of an event in which you have competed submits the results of that event for grading.

4. USES MADE OF THE INFORMATION

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
All Data Subjects		
To answer your queries or complaints	Contact details and records of your interactions with us	We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.
Retention of records	All the personal information we collect	We need to retain records in order to properly administer and manage your membership and in some cases, we may have legal or regulatory obligations to retain records.
All Players		
For the purposes of facilitating the maintenance of the ECF Grading and FIDE Rating lists	Identification details and results of games	We have a legitimate interest in ensuring that this information, which we use to maintain the fairness of our competitions, is as accurate as possible
For the purposes of promoting chess in general and our events in particular	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.
Players in 4NCL Congresses		
To administer any event we organise which you choose to enter, managing our relationship with you and dealing with payments or enquiries made by you	All contact details, transaction and payment information, records of your interactions with us, and marketing preferences.	This is necessary to enable us to properly manage and administer the events you wish to compete in.
To send you details of future competitions and events.	All contact details	All communications will include details of how to opt out of such communications in the future.
Team Managers and Captains		
Publish for the purposes of communication between captains to ensure the smooth running of the competition	Contact details	Where you have given us your explicit consent to do so.

Officials		
To send you details of future competitions and events you may wish to assist with	Contact details	All communications will include details of how to opt out of such communications in the future.
To determine which officials we should invite to assist at specific future events	Records of your interactions with us and your qualifications and credentials	We need to retain records of past performance, qualifications, and credentials to ensure our events are run as efficiently and successfully as possible

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to permit you to compete in the events we organise.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "**Contacting us**" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to permit you to compete in events we organise.

5. DIRECT MARKETING

Email, post and SMS marketing: from time to time, we may contact you by email, post or SMS with information about events we believe you may be interested in.

You can then let us know at any time that you do not wish to receive marketing messages by emailing us at web4ncl@hotmail.co.uk. You can also unsubscribe from our marketing by following the instructions in the marketing messages we send to you.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- o **Any party approved by you.**
- o **To national and international chess governing bodies:** to allow them to properly administer the sports on a national and international level.
- o **Other service providers:** for example, payment processors, contractors or suppliers and IT services (including CRM, website, e-mail, video- and teleconference services);
- o **Our commercial partners:** for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners where you have given your express permission for us to do so;
- o **The Government or their agencies:** where we are required to do so by law or to assist with their investigations or initiatives.
- o **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to or stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. Personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Information on results of events and your performance in them will be retained indefinitely as an historical record.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us using by using the details set out in the "**Contacting us**" section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

The Law gives you the following rights in relation to your personal information:

- o the right to be informed about how your personal information is being used;
- o the right to access the personal information we hold about you;
- o the right to request the correction of inaccurate personal information we hold about you;
- o the right to request the erasure of your personal information in certain limited circumstances;
- o the right to restrict processing of your personal information where certain requirements are met;
- o the right to object to the processing of your personal information;
- o the right to request that we transfer elements of your data either to you or another service provider;
- and
- o the right to object to certain automated decision-making processes using your personal information.

Your right to withdraw consent or object to processing for direct marketing are absolute rights. However, others of these rights may not apply to the data we hold; for example, we do not use automated decision making in relation to your personal data so the right to object is not relevant.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email web4ncl@hotmail.co.uk or write to us at 41 Cornmarket Street, Oxford, OX1 3HA.

Version dated 15 Nov 2018