



1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services, and instances where we collect your personal data.

This privacy notice applies to personal information processed by or on behalf of Chess Scotland.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices.

2. What kinds of personal information about you do we process?

Personal information that we'll process in connection with all of our services, if relevant, includes:

- **Personal and contact details.**
 - Full Name
 - Address
 - Email
 - Club
 - Your date of birth
 - Gender
 - Chess Scotland PNUM
 - Rating
 - Chess Scotland
 - FIDE
 - Nationality
 - Federation

3. What is the source of your personal information?

We'll collect personal information from the following general sources:

- From you directly.
- Chess Scotland Membership applications
- Entry Forms when entering Chess Scotland events
- Organisers of Chess Events in Scotland and elsewhere when these events are submitted for grading under the Chess Scotland grading system.
- Area Graders processing grading data on behalf of Scottish clubs and leagues



4. What do we use your personal data for?

We use your personal data, including any of the personal data listed above, for the following purposes:

- Managing the service you have with us
- Updating your records.
- To comply with legal and regulatory obligations, requirements and guidance.

4.1 Membership

Chess Scotland membership expires, and is renewable, on the annual anniversary of your application to join.

A list of current members can be viewed on the Chess Scotland website at <https://www.chessscotland.com/membership/members/>

This list will display the following information:

- First Name, Last Name
- Membership Number (PNUM)
- Renewal date of the membership
- Membership Type

This information is public to help us to identify players and to enable organisers to offer membership discounts to players when entering their events. This information being public allows organisers to see this and pass on any reductions as they deem appropriate.

In addition, Chess Scotland Membership Secretary will have access to the full data that is submitted.

Should you have concerns regarding the information displayed please:

- Satisfy yourself with the public display of membership information at the link given above:
- Contact the Chess Scotland Membership Secretary by email at membership@chessscotland.com.

Who is responsible for processing this information?

The data controller responsible for this information is Andy Howie, Executive Director of Chess Scotland.



4.2 Grading

Information from the section 2 is required to be processed by the Chess Scotland grading system:

- First Name
- Surname
- Date of Birth

- Chess Scotland PNUM
- Gender
- Club
- The results of all games played (including date of the event, the name of each player, the colour played).

Chess Scotland will provide grading lists, updated on a weekly basis, published on the Chess Scotland website at <https://www.chessscotland.com/grading/results-tree/>. This location will display the following information in public:

- First Name and Surname
- Chess Scotland PNUM
- Junior age (up to J20) as at midnight December 31 in the middle of the current grading year (July 1 to June 30)
- School/Club where you play chess, or the geographic area where you play chess
- The results of all games played (including date of the event, the name of each player, the colour played)
- Date of the grading data update

This information is made public because it is of legitimate interest. Many tournaments in Scotland are restricted to players of a particular grade, a particular region, a particular age, or a particular gender. Organisers need to be able to identify the players to ensure that eligible players are playing in their tournaments, and the grading list does this.

In addition to this, Area Graders assigned to submit these results to Chess Scotland have private access to a database of players. The full date of birth is available to these Area Graders, which are held in private.

The Grading Database Administrator will also have full access to all submitted information.



5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

We rely on the following legal bases to use your personal data:

- Where it is needed to provide you with our services, such as:
 - Assessing an application for membership with us, including considering whether or not to offer you the product and the conditions attached to this.
 - Managing membership services you hold with us, or an application for one.
 - Updating your records.
- Where it is in our legitimate interests to do so, such as:
 - Managing your services and relating to that, updating your records.
 - To follow guidance and recommended best practice of government and regulatory bodies
 - For management and audit of our business operations including accounting
 - To carry out monitoring and to keep records of our communications with you
- To comply with our legal obligations
- With your consent or explicit consent

6. When do we share your personal information with other organisations?

We may share information with the following third parties for the purposes listed above:

- Governmental and regulatory bodies such as HMRC, the Financial Conduct Authority, the Ombudsman, the Information Commissioner's Office.
- When entering FIDE rated tournaments, both in Scotland and Internationally, when participating under the Chess Scotland Federation 'SCO' banner. Only personal information relevant to the event shall be shared.
- By entering these tournaments you are approving the transfer of this personal information required under the tournament entry regulations.

6.1 What information will Chess Scotland pass on to FIDE?

Any tournament which is FIDE-rated requires Chess Scotland to send the following information to FIDE, all of which is shown on the public rating list except where specified otherwise below:

- Full Name
- Federation
- FIDE ID
- Date of Birth (only the Year of Birth is made public)
- Gender
- The results of all games played (including date of the game, the name of each player, the colour played)



7. How and when can you withdraw your consent?

Where we're relying upon your consent to process personal data, you can withdraw this at any time by contacting the Administration Director.

8. Is your personal information transferred outside the UK or the EEA?

We're based in Scotland but sometimes your personal information may be transferred outside the European Economic Area. If we do so we'll make sure that suitable safeguards are in place, unless certain exceptions apply. We will always ask your permission before undertaking such a transfer.

11. What should you do if your personal information changes?

You should tell us by advising the Administration Director, so that we can update our records, using the details in the **Contacts** section of our website. We'll then update your records as soon as possible.

12. Do you have to provide your personal information to us?

We're unable to provide you with our services if you do not provide certain information to us. In cases where providing some personal information is optional, we'll make this clear.

13. Monitoring involving processing of your personal information.

In this respect monitoring means any: viewing of, or taking and keeping records (as the case may be) email, text messages, in person (face to face) meetings and other communications.

15. For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations
- For as long as we provide services to you and then for as long as someone could bring a claim against us; and/or
- Retention periods in line with legal and regulatory requirements or guidance.



16. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are engaged or not. The right of data portability is only relevant from May 2018.

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** ("data portability")

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/> should we fail to satisfy your rights as identified under data protection laws.

17. Your right to object

You have the right to object to certain purposes for processing, in particular to data processed for direct marketing purposes and to data processed for certain reasons based on our legitimate interests.

- At this time, Chess Scotland is not involved in any marketing, direct or otherwise.

Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact the Administration Director, by going to the **Contacts** section of our website.

The Administration Director will be responsible for contacting the Data Controller and ensuring that your data requests are considered and actioned in accordance with the Data Protection requirements.