Sudbury Chess Club Privacy Notice

Last updated: November 2026

Sudbury Chess Club (the "Club") is an unincorporated members' club. This notice explains what personal information the Club collects, why, who it is shared with, how long it is kept, and your rights. The Club Secretary is responsible for data protection at the Club and can be contacted at info@sudburychessclub.co.uk.

1. What information we collect, and why

Who	Information	Why we collect it	Lawful basis
Members	Name, email address, phone number, ECF membership number, membership and payment records	To run the Club: membership, subscriptions, communications, team selection, and registering players with the English Chess Federation (ECF) and the leagues	Performance of a contract (your membership)
Junior players (under 18) and their parents or carers	Junior's name and date of birth; parent's or carer's name, email and phone number; an emergency contact; nominated adult, if any; permissions to attend and travel alone; photo and WhatsApp consents; the junior's own mobile number, if they join the Club WhatsApp group	To meet the Club's safeguarding duties, contact a parent in an emergency, and check consents before publishing images or adding a junior to the WhatsApp group	Legitimate interests (safeguarding); consent (photographs, WhatsApp)
Players in matches	Name, ECF membership number, results and ratings	To report results to the leagues and the ECF, which publish results and ratings	Legitimate interests (running competitive chess)
Club website members' area	Login details, and the Safeguarding Officers' mobile numbers made available there	To give members access to Club information	Legitimate interests
Club WhatsApp group	Your phone number and the messages you post, visible to other members of the group	Club communication	Consent (you choose to join)
Safeguarding Officers and anyone in a role requiring a DBS check	DBS certificate number, date of issue, level, and dates of status checks	To comply with the Club's Safeguarding Policy	Legitimate interests; legal obligation (safeguarding)
Anyone involved in a safeguarding concern	Records of concerns, referrals and related correspondence	To act on safeguarding concerns, as the Safeguarding Policy requires	Legal obligation; vital interests; substantial public interest (safeguarding)

We do not collect medical information about junior players. We do not use your information for marketing, and we never sell it.

2. Who we share it with

- **The English Chess Federation** and the leagues and county association the Club plays in (currently the Bury Area Chess League and the Suffolk County Chess Association): players' names, ECF membership numbers and results. The ECF and leagues publish results and ratings on their websites.
- **The Sudbury Institute Club**, our venue, where its rules require guests or visitors to be signed in.
- **Statutory authorities**, such as children's or adult social care, the Local Authority Designated Officer or the police, where the Safeguarding Policy requires a concern to be referred. The ECF's safeguarding team may also be informed.
- **Service providers** that hold data for us, such as the Club's website host and Google (for the registration form and its responses). These providers process data only on our instructions.

We do not transfer your information outside the UK, except that some service providers may store data in the European Economic Area or in countries covered by UK adequacy regulations.

3. How long we keep it

Information	Kept for
Membership records	While you are a member, and for 12 months after your membership ends
Financial records	6 years after the end of the financial year they relate to
Junior registration forms	While the junior attends, renewed each season, and deleted within 12 months of their last attendance
DBS details	While the person holds the role, then deleted within 6 months
Safeguarding concern records	7 years from when the concern was raised, or until any junior involved turns 25, whichever is longer
Match results and ratings	Published indefinitely by the ECF and the leagues, under their own privacy notices

4. How we keep it secure

Records are stored by the Club Secretary, in password-protected online accounts controlled by the Club. Access to each type of record is limited to the officers who need it. Safeguarding concern records are held separately and are accessible only to the Club's Safeguarding Officers.

5. Your rights

You have the right to:

- ask for a copy of the information we hold about you;
- ask us to correct anything that is wrong;
- ask us to delete your information, where we no longer need it;
- object to, or ask us to restrict, how we use it;
- withdraw any consent you have given, at any time (for example, consent to photographs), without affecting anything done before you withdrew it.

To exercise any of these rights, contact the Club Secretary at info@sudburychessclub.co.uk. We will respond within one month. Some information cannot be deleted on request, for example safeguarding records or records we need to keep for the Club's accounts; we will explain if that applies.

If you are unhappy with how we handle your information, you can complain to the Information Commissioner's Office at ico.org.uk or on 0303 123
1113.

6. Children

Where a player is under 18, we collect their information from, and communicate about them with, their parent or carer. A parent or carer can exercise the rights above on their child's behalf.

7. Changes to this notice

We review this notice at least once a year, alongside the Safeguarding Policy, and will tell members and parents about any significant changes.