

General Data Protection Regulation (GDPR) for the Notts Chess Association

This replacement for the Data Protection Act comes into force on 25th May 2018. Basically it requires specific consent from any person who's personal data is recorded by the NCA (a) for the information to be kept and (b) for what use it will be put to.

The ECF have issued a guide about this and what I note below is what I propose the NCA does to implement the new system.

Whose Data Do We Hold?

Association Officers

Affiliated Club Officials and Team Captains

Associate Members Officials

Individual Members

Players in the League, the Tournaments and the County Teams

What Data Do We Hold?

Phone Numbers

Email Addresses

Home Addresses

ECF Grade Details

ECF Membership Details

Game results

Tournament results

Attendance At Meetings

What Will We Do With The Data We Hold?

Publish details on the NCA website (or in printed form) for general access by anyone.

Distribute information directly to people involved with the NCA operations either by email or in printed form.

Pass on details to the ECF to arrange ECF Membership through the NCA.

Pass on details to the ECF for grading of games played.

Pass on details to the ECF and MCCU of the County Team Matches.

Paper records that are not for general access will be kept securely by the officers keeping/using them.

Electronic details that are not for general access will be kept securely by the NCA officers keeping/using them. Details held in computer files will not be encrypted, but if on a device connected to the internet will be Firewall and Virus Protected.

What Won't We Do With The Data We Hold?

Pass on details to anyone other than as mentioned above.

Publish home addresses or email addresses on the website without specific agreement of the person concerned.

How Long Will We Keep The Data We Hold?

Generally it will be kept indefinitely, until it is amended or becomes defunct.

Details for arranging ECF Memberships will be held until the next year's Memberships have been arranged.

What Do We Require Relative To GDPR?

Everyone whose data we hold (as noted above) must give their consent to its use (as noted above).

All types of NCA Members, NCA Officers and Member Club Secretaries, Treasurers and Team Captains must agree to open use of their email amongst themselves for sharing and discussing NCA affairs.

An initial exercise to get consent from all current people whose data we hold needs to be carried out, giving their consent to use of current and future data as set out above.

All new people must give their consent before they can take part in NCA activities.

We do not need to register with the Information Commissioner's Office (ICO) and pay their fees as we only use data for hobby purposes and are a non-profitmaking body.

What Do We Need To Do Next Relative To GDPR?

Agree the above policy statements.

Draw up a Privacy Notice to be published on the NCA website including

- The legal basis for collecting data – i.e. we have a legitimate interest.
- What data we collect
- How it is stored
- To whom we pass it on and for what purpose
- For how long we keep the data
- What they can do to limit how we use your data.

Draw up a consent form, which can be adapted by clubs for their own purposes if they wish, to be signed by all and submitted to NCA Secretary.

Contact all whose data we hold to get their consent in respect of the Privacy Notice. I suggest that clubs are requested to get the agreements from their individual players. They can get this for their own club purposes at the same time, avoiding a duplication of effort.

It will almost certainly not be possible to get all this finished off by the 25 May, but we can get started and issues/progress can be discussed at the NCA General Meeting on 28th May. All to be in place by the start of the new season.

Ask all current Officers to give consent by email as an interim measure.

Agree that no one may play in any NCA event/team without having given the consent.

Amend all future Tournament entry forms (including online entry) to get consent to use of data collected.

Steve Burke

NCA Secretary

13th April 2018