



## Privacy Policy Kings and Queens Chess Club

**Last updated: 24/10/2025**

### 1. Who we are

Kings and Queens Chess provides chess clubs and coaching in primary schools. We are committed to protecting your privacy and ensuring that any personal information we collect is handled safely, securely, and lawfully. Kings and Queens Chess is the data controller for the personal information we collect.

If you have any questions about this policy or how we handle data, please contact:

✉ Email: [admin@kingsandqueenschess.co.uk](mailto:admin@kingsandqueenschess.co.uk)

### 2. What information we collect

We may collect and store the following types of personal information, depending on how you interact with us:

For pupils and parents:

- Child's name, date of birth, school, and year group
- Parent or guardian's name, phone number, and email address
- Special needs, medical or allergy information (where relevant to club participation)
- Attendance records and progress notes

For coaches, volunteers, and applicants:

- Full name, date of birth, address, phone number, and email address
- CV and employment history
- References and safeguarding documents (e.g., DBS certificate)
- Medical details or emergency contact information

### 3. How we collect information

We collect information directly from you when you:

- Complete a sign-up or registration form (online or on paper)
- Contact us by phone, email, or through our website
- Apply to work or volunteer with us

### 4. Why we collect your information

We use this information to:

- Register children for our chess clubs and manage attendance
- Communicate with parents, schools, and staff
- Ensure the safety and wellbeing of children in our care
- Process coach applications and maintain safeguarding records
- Comply with legal and safeguarding obligations

We only collect information that is necessary for these purposes.

### 5. Lawful basis for processing

We process personal data under the following lawful bases (as defined in the UK GDPR):

- **Contract:** to provide our chess club services to you or your child
- **Legal obligation:** to meet safeguarding and record-keeping requirements
- **Consent:** for specific uses, such as sharing photos or videos on social media
- **Legitimate interests:** to operate and improve our clubs and services

### 6. How we store and protect your information

We take data security seriously. Personal data is stored securely in password-protected systems or locked files, accessible only to authorised staff. We do not share your information with third parties unless required by law or necessary for safeguarding purposes.

We retain data only for as long as necessary:

- Child registration and attendance records: up to 2 years after participation ends
- Coach and volunteer records: up to 6 years after involvement ends
- Safeguarding records: in line with statutory guidance

After this, data is securely deleted or destroyed.

## 7. Sharing your information

We may share personal information only when necessary with:

- Schools where our clubs take place
- Regulatory or safeguarding authorities (if legally required)
- Our insurance provider (in case of an incident or claim)

We never sell or share your data for marketing purposes.

## 8. Your rights

Under UK data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of your data (where legally possible)
- Object to or restrict certain types of processing
- Withdraw consent at any time (for optional uses like media sharing)

To exercise these rights, please contact us at:

[admin@kingsandqueenschess.co.uk](mailto:admin@kingsandqueenschess.co.uk)

## 9. Cookies and website data

Our website may use cookies or analytics tools to improve functionality and measure traffic. These do not collect identifiable personal information. You can disable cookies in your browser at any time.

## 10. Updates to this policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with an updated “last revised” date.

## 11. Complaints

If you have any concerns about our use of your personal data, please contact us at [admin@kingsandqueenschess.co.uk](mailto:admin@kingsandqueenschess.co.uk) and we will do our best to resolve the issue.

If you are not satisfied, you have the right to complain to the Information Commissioner’s Office (ICO): [www.ico.org.uk](http://www.ico.org.uk).

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