**PRIVACY POLICY**

**South Australian Junior Chess League**

**Updated Date:** 10/06/2026

## 1. Purpose

The **South Australian Junior Chess League** (SAJCL) is committed to protecting the privacy of participants, members, volunteers, officials, and other persons who engage with activities conducted under its authority.

This policy explains what information is collected, how it is used, how it is stored, and the circumstances in which it may be disclosed.

## 2. Scope

This policy applies to personal information collected by the organisation through:

- tournament registrations;
- event participation;
- organisational communications;
- photographs and media recordings; and
- other activities conducted under the authority of the organisation.

## 3. Information Collected

The organisation may collect personal information including:

- first name;
- surname;
- date of birth;
- contact details;
- emergency contact information;
- photographs;
- tournament participation records; and
- other information reasonably required for the administration of chess activities.

Information may be collected directly from participants, parents, guardians, or authorised representatives.

**4. Tournament Registration Information**

Tournament registrations are conducted through TryBooking or other approved registration systems.

When a participant registers for a tournament, personal information including first name, surname, and date of birth may be transferred to the organisation's tournament management and pairing software for the purpose of administering the event.

The organisation currently uses Vega tournament management software for this purpose.

Contact details collected through the registration system are generally retained within the registration platform and are not routinely copied into tournament management software.

**5. Use of Information**

Personal information may be used for:

- administering tournaments and events;
- preparing pairings and results;
- determining age eligibility and tournament sections;
- communicating with participants;
- responding to incidents or emergencies;
- complying with legal obligations; and
- conducting the legitimate activities of the organisation.

Information will not be used for unrelated purposes without consent unless required by law.

**6. Storage and Security**

The organisation will take reasonable steps to protect personal information from unauthorised access, loss, misuse, or disclosure.

Access to personal information will be limited to committee members, organisers, arbiters, and authorised persons who require access for legitimate organisational purposes.

Persons with access to personal information must comply with the organisation's Privacy Policy, Compliance Policy, and confidentiality requirements.

**7. Photographs and Media**

The organisation may take photographs or video recordings during tournaments, events, presentations, and other activities.

During tournament registration, participants may be given the opportunity to consent to photography and publication of images.

Photographs may be used for legitimate organisational purposes including:

- social media posts;
- newsletters;
- websites;
- promotional materials;
- tournament reports; and
- historical records of the organisation.

Participants who do not consent to photography will be provided with reasonable opportunities to opt out and the organisation will take reasonable steps to respect those wishes.

The organisation may appoint an official photographer for events. The official photographer must comply with organisational policies relating to privacy, child safety, and appropriate conduct.

**8. Participant Photography**

Participants, spectators, parents, and visitors may take photographs for personal use unless restricted by tournament rules or directions from organisers.

Persons taking photographs are expected to respect the privacy and wishes of others.

Photographs or videos of identifiable individuals should not be published on social media, websites, or other public platforms without the permission of those individuals or, where applicable, their parent or guardian.

The organisation reserves the right to restrict photography where necessary to protect privacy, child safety, participant welfare, or the integrity of competition.

**9. Disclosure of Information**

The organisation may disclose information:

- where required by law;
- where necessary to protect the safety or welfare of a participant;
- to governing chess bodies where required for ratings, titles, disciplinary matters, or tournament administration;
- to emergency services or relevant authorities where appropriate; or with the consent of the individual concerned.

The organisation will not sell personal information to third parties.

**10. Access and Correction**

Individuals may request access to personal information held by the organisation and may request correction of inaccurate information.

Requests should be made to an authorised committee representative.

**11. Retention of Information**

Tournament records, results, ratings information, and historical records may be retained indefinitely where they form part of the legitimate historical record of the organisation and the sport of chess.

Other personal information will be retained only for as long as reasonably necessary for organisational, legal, administrative, or safeguarding purposes.

**12. Relationship to Other Policies**

This policy should be read together with:

- the Constitution;
- Compliance Policy;
- Code of Conduct;
- Child Safety Policy;
- Incident Management Procedures; and
- any applicable tournament regulations.

Where a matter relates specifically to child safety or safeguarding, the Child Safety Policy takes precedence.

**13. Review**

This policy will be reviewed periodically to ensure it remains consistent with organisational practices, legal requirements, and community expectations.

**End of Document**