

Privacy Notice: Taw Vale Bridge Club

Under the General Data Protection Regulation (from 25th May 2018) we are required to issue information to members about how we manage your personal data & for you to confirm what details can be shared with club members.

1) What personal data is collected.

Your name, address, email address, phone number(s) and EBU number was collected from your application form when you joined the club. It may have subsequently been amended.

We collect the scores from games you play. These are displayed on our results pages and used in maintaining the EBU's National Grading Scheme (NGS) and the Master Point scheme.

We also keep information relating to disciplinary matters, committee memberships, teaching- or tournament director qualifications. Also date of birth for younger members to claim reduced table money.

Personal data is also held for guests/visitors; it is treated the same as members and used to collect scores.

2) What is this personal data used for?

The personal data is used for the administration of your membership; primarily the communication of information, and the organisation of events such as Christmas Party and competitions.

The preferred method of communicating with individual members is by email or phone. Very rarely something may be sent to your address, for example a club notice, letter or card if there is no email alternative and you have not attended recent club events.

Emails to groups of members will be sent out as blind copies (bcc) to recipients, so that email addresses are not visible to all.

3) Who is your data shared with?

You become a member of the EBU when you joined an EBU-affiliated bridge club. The EBU shares data with its associated charity, English Bridge Education and Development (EBED), since it shares offices and data systems with them, and also with Devon Bridge Association (or another county that you may have nominated as your county of allegiance). The information held by the EBU may be updated on My EBU by going to Account -> My Details.

Taw Vale Bridge Club data is shared with the EBU for EBU membership, for submitting scores for the NGS and for Master Points schemes.

Some of your data will be available for use by Bridgewebs. They are not free to pass this on.

Your personal data is not passed on by Taw Vale Bridge Club to organisations other than the above, whether or not connected with bridge.

The club will no longer issue lists of **all** members' contact details (telephone numbers, address details and/or email address). The members list that is published will only contain the details of members who have specifically agreed to share personal details. In order to remain on the published members contacts list, members will be required to **"opt in"**, indicating if their phone number, email address or both can be listed. If no response is received then your details will not be included.

5) How is your data stored?

1. Your application form for membership of Taw Vale Bridge Club is stored as a printed, signed copy by the secretary.

2. The data from your application form is entered into a password-protected spreadsheet on a personal computer (membership list) by the secretary.
3. Included on the Taw Vale Bridge Club website, (via BridgeWebs). As a club member you can view and amend only your own personal data in the Members section of the club website.

6) Who has access to your data?

Access to the club's web administration is restricted, accessed by passwords made available to certain committee members. Limited access is available to designated scorers. The passwords change when officers change.

The club membership list is managed and controlled by the secretary. The secretary will amend your details on this list according to your record in the members section of the web site – or when informed **by you** of changes. Personal data will only be shared according to your “opted in” preferences.

7) What is the legal basis for collecting this data?

The personal data is required for the operation of the club; primarily for communicating with you about competitions and events.

8) How you can check what data we have about you?

- You should review and amend your membership details on the Personal Details in the Members Only section of the club website. Changes can be made by the secretary if requested.
- The secretary will amend your details on the spreadsheet of club members according to your record in the members section of the web site – or when informed **by you** of changes.

9) Can you ask for data to be removed, limited or corrected?

- You could become an “anonymous” member with a pseudonym and an EBU number under which you would play. *However you would not be able to access any EBU membership benefits*
- If you do not want your NGS grade to be public, you may choose for it to be kept private.
- You may choose not to appear in master point promotions lists.

These can be implemented for your EBU membership by logging on to My EBU, going to Account → My Details and correct data or delete information you do not wish EBU to have. For assistance with this you may contact the Office Manager karend@ebu.co.uk

- You could maintain your club membership with your name but with no (or limited) contact details. This would limit what the club and the EBU are able to provide you with. Without an address the EBU would not send you *English Bridge* in printed form.
- You may choose not to receive Taw Vale Bridge Club emails.

10) How long is data kept for, and why?

The EBU normally keep members' data after they resign or their membership lapses in case they later wish to re-join. They will delete any former member's contact details entirely on request.

Your data will be stored while you are a member of Taw Vale Bridge Club. When it is confirmed that you are no longer a member your application form will be shredded & your personal data removed from lists.

Historical match results, ranking lists and prize lists are required for archiving purposes .

12) Committee - emails will be copied to all committee members unless they request NOT to be copied in this way. Their contact details will only be displayed on the website if they have agreed to this.