

## **SCCBA CODE OF PRACTICE**

Sussex County Contract Bridge Association (SCCBA) will not disclose your name, address and other details except, where necessary, to SCCBA Officers and Management Committee members relating to SCCBA matters.

### **What we hold/collect**

We may hold or collect the following information:

- ◆ Name
- ◆ Contact information including email address
- ◆ EBU number, rank, primary club, secondary club(s)
- ◆ Members' competition interests
- ◆ Date of birth (if the EBU holds this data)

### **What we do with the information we hold**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- ◆ Internal record keeping.
- ◆ We may occasionally send emails about forthcoming events
- ◆ We may send the SCCBA newsletter
- ◆ We may use the information to customise the website according to members' interests

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information:

- ◆ If you decide you do not want us to contact you, you can amend your preferences by clicking the "Unsubscribe" link in an email from us or email [sccbamailinglist@gmail.com](mailto:sccbamailinglist@gmail.com) quoting your EBU Number writing Unsubscribe in the Subject line.
- ◆ We will not sell, distribute or lease your personal information to third parties
- ◆ You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please email [sccbamailinglist@gmail.com](mailto:sccbamailinglist@gmail.com)
- ◆ If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above email address. We will promptly correct any information found to be incorrect.

July 2013