

Data protection: Privacy Notice for Winchcombe Bridge Club

This notice explains how the Club gathers, stores, shares and makes accessible personal data about members. The Club collects and stores members' names, addresses, email addresses and EBU numbers. We also collect and share scores from Bridge games you play at the Club.

We use members' data to manage the Club, communicate with members and organise events. We use scores to publish results of Bridge sessions. The English Bridge Union (EBU) uses scores to maintain the National Grading Scheme (NGS) and the Master Point scheme.

Where does this data come from?

We collect personal data from members when they join the Club or when they update their information, either directly to us or via their EBU record. The information held by the EBU may be updated by your club if you have given it permission. You can change this permission on My EBU by going to Account -> My Details.

Your personal information is stored on computers and printed documents created, managed and shared by Club committee members. Scores from games you play at the club are stored temporarily on Bridgemate machines during play, then sent to the EBU.

Who is your data shared with?

Membership and score data is shared with the EBU. The EBU shares data with English Bridge Education and Development (EBED) and the Gloucester County Bridge Association (or other county association that you may have nominated as your county of allegiance).

Score data is used by the EBU for master point and NGS schemes (unless you have chosen to have your NGS grade kept private) and for stratification and handicap purposes.

Some data is used by Bridgewebs to display session results on a website. Bridgewebs are not allowed to pass this data on to other organisations.

Your personal data is not shared with organisations other than those indicated above.

Who is responsible for ensuring compliance with the relevant laws and regulations?

The Club is not required to register with any compliance authority but it is required to follow the general principles contained in data protection legislation. The Club Secretary is responsible for ensuring we discharge our obligations properly.

How you can check what data we have about you?

To see the data the Club holds, ask the Club Secretary, who will respond within one month. We will not normally charge for individual requests though we may charge for requests that are unusually onerous, or repetitive.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

- You could become an "anonymous" member, using a pseudonym and an EBU number. But you would not be able to access EBU membership benefits such as the magazine or play in EBU tournaments.
 - You could maintain your club membership with limited contact details (though we do need at least one method of contacting you). For example you could provide just an email address. But you would not be able to get English Bridge in printed form or any other benefits that require a mailing address.
 - You only need to provide us with your date of birth if you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
 - You may choose for your NGS grade to be kept private.
 - You may choose not to appear in master point promotions lists.
 - You may choose not to receive information emails from the club or the EBU.
- These options can be implemented for your club membership by contacting the Club Secretary, or for your EBU membership by logging on to My EBU, going to Account -> My Details and editing your record there, either to correct erroneous data or to delete information you do not wish the EBU to have. If you need any assistance with this you may contact the EBU Office Manager membership@ebu.co.uk

How long do we keep your data for, and what purpose?

We normally keep members' data after they resign or their membership lapses in case they wish to re-join. However, we will delete any former member's details on request.

Some statistical data (like scores from bridge games) is needed by the EBU to maintain an accurate historical record. Results from events used for the NGS are not deleted by the club or the EBU although they will no longer be attributed to a player who does not want their data to be identifiable. EBU Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Club accounts are published annually for members. A copy of the most recent account is available to any member by request to the Club Treasurer.

What happens when a member dies?

We keep members' information after they die, unless next-of-kin ask us to delete it.

Can you download your data to use it elsewhere?

The session data that is held by the EBU can be downloaded as a spreadsheet from the EBU website. You can do this by logging on to My EBU and in your Sessions list, clicking on "Download as CSV".

20/04/2018