

Privacy Policy for Cargen Bridge Club

August 2018

What personal data does Cargen Bridge Club collect?

The data we routinely collect includes members' names, addresses, email addresses, and other contact details. We collect this data directly from our members when they join the club. For some of our members we store additional information such as committee memberships or tournament director roles.

We collect and store the names of the top two positions from North/South and East/West each week.

What is this personal data used for?

We use members' data for the administration of your membership, the communication of information, and the organisation of events. Weekly results are displayed on our web site (<http://bridgewebs.com/cargen/>) and used to calculate handicaps.

Who is your data shared with?

Your contact details are made available to other members of Cargen Bridge Club in either digital or hard copy format. They are not available publicly from the website. Members are not free to pass this on to other organisations that are not connected with Cargen Bridge Club.

Your personal data is not passed on by us to organisations, whether or not connected with bridge.

Where does this data come from?

Data for our members comes from them when they join Cargen Bridge Club or when they provide updated information to the Club Secretary.

How is your data stored?

This information is mainly stored in digital form on computers. We use Google (Results & Handicaps) and Bridgewebs (Contact Details) as our data processors for this purpose. Any information that is stored remotely is stored in compliance with the GDPR (General Data Protection Regulation).

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

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The Club Secretary will inform and advise the Committee about their obligations to comply with the GDPR and other data protection laws. The Club Secretary will be the first point of contact for supervisory authorities and for members whose data is processed. The Club Secretary will also monitor compliance with the GDPR and other data protection laws.

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Who has access to your data?

The Club Secretary has access to your data.

What is the legal basis for collecting this data?

Cargen Bridge Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Club Secretary (cargen.bridge@gmail.com).

You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does Cargen Bridge Club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data". We do not record any such special data.

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 can request that we 'anonymise' your results and handicap score on the website.
- You can limit your contact details by requesting that we do not store **any two** of your home address, telephone number or email address. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address. This, of course, would limit our contact options and may result in us being unable to contact you directly at short notice in the the event of eg a bridge evening being cancelled.
- You may choose not to receive information emails from Cargen Bridge Club (we do not send any out on behalf of other organisations).

Any of these options can be implemented for your club membership by contacting the Club Secretary (cargen.bridge@gmail.com)

Privacy Policy for Cargen Bridge Club

August 2018

How long do we keep your data for, and why?

We do not retain members' information after they resign or their membership lapses.

Historical results are required for archiving purposes and names cannot be removed from these.

What happens if a member dies?

We normally keep members' information after they die until the end of the current season.

If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

Can you download your data to use it elsewhere?

To access data held by Cargen Bridge Club contact the Club Secretary.

(cargen.bridge@gmail.com).

Cargen Bridge Club acknowledges the assistance of the Scottish Bridge Union and Loreburn Bridge Club in the preparation of the above.

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Cargen Bridge Club - Privacy Policy (Summary)

1. Cargen Bridge Club only stores necessary information about you to facilitate the running of the club viz Contact Details, Results and Handicaps
2. Cargen Bridge Club only publishes your contact details in the Membership Contacts Booklet which is distributed (either digitally or on paper) to members. This information is **not** available publicly from the website.
3. Cargen Bridge Club only publishes names of weekly winners, runners up and member handicaps on its website.

Communication Opt-In

I consent to the following being used to keep me informed about club activities and related matters, as appropriate.

My results and handicap being published on the website	Yes	No
My Home Address being included in the Membership Booklet	Yes	No
My Email Address being included in the Membership Booklet	Yes	No
My Telephone Number being included in the Membership Booklet	Yes	No

*Please **DELETE** as appropriate

Name	
Signature	
Date	

Please return this form to the Club Secretary or Committee Member