

Exeter Bridge Club

Data Management policy and Privacy Notice

Introduction

On 25 May 2018 a new Europe wide directive came into effect, known as the General Data Protection Regulation (GDPR). This requires all organisations, including voluntary organisations and clubs such as Exeter Bridge Club (EBC), to comply with detailed requirements regarding the collection and use of all personal data.

Under the GDPR, EBC has a “legitimate interest” in maintaining membership information in order to manage the club’s affairs. However it must now do so within the legal framework established by the GDPR. Some aspects of law and regulation are still in development in the UK, and it is likely that some further requirements will be established over the next few years.

The specific requirements for Exeter Bridge Club are:

- To clarify all aspects of personal data collection, including what data is collected and for what reason, how it is stored, how it is managed, and who is responsible for compliance with the GDPR
- To produce and publish to all members a “Privacy Notice” which informs members about the club’s policies and procedures, and about their rights to limit what information is collected, access their own information, correct errors, and require deletion as appropriate.

As an EBU affiliated club, EBC works closely with the EBU, and necessarily shares data about members and results with the EBU. Further detailed information about the EBU’s policies and Privacy notice are available on the EBU website. The club’s own policies and privacy notice have been based on guidance provided by the EBU.

Data Protection Policy And Privacy Notice

1. The club collects and stores the following data about members:
 - Forename and Surname
 - Email address
 - Landline and/or mobile telephone numbers
 - Postal address
 - EBU number
2. The club also collects and stores data about guests:
 - Forename and Surname
 - EBU number
3. Personal data as above is held in a primary database on the bridgewebs website. The database is comprised of two parts:
 - The membership database holding only current members of the club. This database is amended as people join or leave the club, and annually at renewal time (1 September each year)
 - The player database, which holds details of all members and non-members who play at the club. This database is regularly updated as required in the course of compiling results from club sessions, and reviewed annually. Non-members who have not played in the last six months are deleted.
4. Personal data is also held on the club computers (one desktop and one laptop as at May 2018), and from time to time on personal computers belonging to club members who are scorers for the club. Data is held within scoring programmes such as Scorebridge and EBUscore. It is club policy that all computers holding personal data on club members should be protected by a password.
5. Personal data may be uploaded and downloaded between club and scorers' computers and the Bridgewebs and EBU websites, and also stored temporarily on portable storage devices, as required in order for the club to manage its affairs. It is incumbent on all club officers and members who handle personal data to ensure this is kept securely and only as long as required.
6. The club officer responsible for ensuring compliance with the GDPR is the Membership Secretary, who will review this policy and all associated procedures annually. Club members who have any concerns about how personal data is managed by the club should contact the membership secretary in the first instance.