

# PRIVACY POLICY

## Introduction

The Blue Mountains Bridge Club (BMBC) is a not-for-profit Bridge Club that organises and promotes duplicate bridge sessions.

BMBC is affiliated with Bridge NSW and Australian Bridge Federation (ABF) associations.

## What information do we collect?

When a player becomes a member of BMBC the following details are collected

- Full Name
- Email Address
- Telephone Number
- ABF Number (if allocated)

And Optionally

- Gender
- Address
- Date of birth (MMYY)

BMBC will store this information,

- Electronically in an XL spreadsheet on the treasurer's private computer
- Physically secured within the bridge cabinets

## How do we use this information

The information collected is passed (by Masterpoint Secretary) on to,

- **ABF** – to update their records of members of BMBC

If required, the Masterpoint Secretary can supply the club's postal & email details to the ABF.

## Ancillary Software Systems

BMBC utilises (under licence agreement) the following software -

### Scorebridge

This system will interact with duplicate bridge sessions and will be populated from the provided Name & ABF No. Each month the relevant masterpoint information will be uploaded to the ABF website

## **Bridgewebs**

This system contains a membership database, as well it will be used to store & display results of bridge sessions from the Scorebridge System.

### *Collected Information*

- It will be populated from the provided Name & Email Address details

### *Usage*

- To provide a club wide communications facility via Bulk Emails (Note: Members who avail themselves of the “Partner Request” facility will share their contact details with other club members)
- Populate internal databases so to provide (unrestricted) personal analysis & attendance information

### *Security*

- Access to the member database is restricted to Admin (President & Secretary) or their delegate via a restricted access protocol

## **Third Party**

BMBC have a relationship with the community paper “The Gazette” where members names will be displayed with the results of a bridge session.

The Welfare Officer of the club will be provided the member’s name and Emergency contact details.

## **Retention Policy (TBA)**

For members who have left the club, physical & electronic data will be kept for 3 years. For members that have passed, physical & electronic data will be removed within 30 days

## **Information Access (TBA)**

Access to member details will be restricted to the Committee & Directors (Emergency Contact Details).

All other access will be governed by the BMBC Constitution Clause 5

## BMBC Constitution Clause 5

### **5 Register of members**

(1) The secretary must establish and maintain a register of members of the association.

(2) The register:

(a) may be in written or electronic form, and

(b) must include, for each member:

(i) the member's full name, and

(ii) a residential, postal or email address, and

(iii) the date on which the person became a member, and

(iv) if the person ceases to be a member - the date on which the person ceased to be a member, and

(c) must be kept in New South Wales:

(i) at the association's main premises, or

(ii) if the association has no premises - at the association's official address, and

(d) must be available for inspection, free of charge, by members at a reasonable time, and

(e) if kept in electronic form - must be able to be converted to hard copy.

(3) If the register is kept in electronic form, the requirements in subclause (2)(c) and (d) apply as if a reference to the register is a reference to a current hard copy of the register.

(4) A member may obtain a hard copy of the register, or a part of the register, on payment of a fee of not more than \$1, as determined by the committee, for each page copied.

(5) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.

(6) A member must not use information about a member obtained from the register to contact or send material to the member, unless:

(a) the information is used to send the member:

(i) a newsletter, or

(ii) a notice for a meeting or other event relating to the association, or

(iii) other material relating to the association, or

(b) it is necessary to comply with a requirement of the Act or the Regulation.