



Clare Bridge Club Privacy Notice

What personal data does Clare Bridge Club collect?

The data we routinely collect includes members' names, address, email address, home and mobile telephone numbers and English Bridge Union (EBU) numbers. If you are not a member of Clare Bridge Club, but have attended one of our marketed events, then we may hold this information for you also.

For some of our members we may have additional information such as committee membership, teaching qualifications, DBS checks done with the member's knowledge and permission, scorer or director roles.

We collect the scores from games you play, which are displayed on our results pages and used in maintaining the EBU's National Grading Scheme (NGS) and the Master Point scheme.

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. We provide your data to the EBU for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to the EBU, of which you become a member when you join Clare Bridge Club. The EBU shares data with its associated charity, English Bridge Education and Development (EBED), since it shares offices and data systems with them, and also with Suffolk Contract Bridge Association, the County that is Clare's County of allegiance.

Information from your results is also passed on to the EBU for use in its master point and NGS schemes and, unless you have chosen to have your NGS grade kept private, this may also be used for stratification and handicap purposes.

Some of your data will be available for use by Bridgewebs and Bridgemates acting as a Data Processors on our behalf. They are not free to pass this on to any other organisation not connected with Clare Bridge Club.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with bridge.

Where does the data come from?

Data for our members comes from then when they join Clare Bridge Club or when they update their information either directly or via their EBU record.

The information held by the EBU may be updated by the Club if you have given it permission to change your record. You can change this permission at any time on My EBU by going to Account -> My Details.

If you are a direct member of the EBU, you will instead have provided your personal data directly to us when you joined Clare Bridge Club, or when you updated your record with us.

Scoring data comes directly from the results of the club games in which you play.

If you are not a member of Clare Bridge Club, but have attended one of our marketed events and have provided us with your name and contact details, then these details are also stored for future events unless you have requested not to be contacted again.

How is your data stored?

Information is stored in digital form, which could be on the computers of Committee members or event organisers. Any form of written documents are scanned to electronic storage and then destroyed. All digitally stored information is password protected and

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passwords are regularly changed. All information that is stored remotely, for example by Bridgewebs or the EBU complies with the General Data Protection Regulations 2018 (GDPR).

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

Under the GDPR Clare Bridge Club does not have a statutory requirement to have a Data Protection Officer. Clare Bridge Club has appointed Derek Brinkley to be responsible for ensuring that the Club discharges its obligations under the GDPR.

Who has access to your data?

Certain members of the Committee (Chair, Treasurer, Secretary, Membership Secretary, Webmaster), event organisers and the Scorers have access to members' data in order for them to carry out their legitimate tasks for the organisation. They are not free to use the information for any other purpose.

What is the legal basis for collecting this data?

Clare Bridge Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive mind sport.

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 can you 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's GDPR Officer, Derek Brinkley (derek.b@btinternet.com or 07710 302851).

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 will not usually be a fee for providing this information, although 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 Clare Bridge Club collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

Clare Bridge Club does not record any such special data. Of these categories, the only data we record relates to the disabilities of members who have explicitly requested it to be recorded for the purpose of giving them stationary positions during play, which we aim to do wherever feasible. If you wish to change this data on your record you can do so at any time by contact Derek Brinkley.

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 and any of the following options can be implemented 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 us to have. If you need any assistance with this you can contact the EBU's Office Manager: membership@ebu.co.uk

If you wish you could become an "anonymous" member. This would involve you having a pseudonym with an EBU number under which you would play. If you do this however, you would not be able to access any EBU membership benefits such as the magazine or playing in EBU tournaments.



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You could maintain your club membership with your correct name but with limited contact details. 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, but of course this would limit what we and the EBU are able to provide you with in the way of written information, so you would not be able to get *English Bridge* in printed form or any other benefits that require a mailing address.

You do not need to provide us with your date of birth unless you wish to enter age limited (junior or senior) events or gain concessions based on age.

If you do not want your NGS grade to be public, you may choose for it to be kept private. You can change this option as often as you wish.

You may choose not to appear in master point promotions lists.

You may choose not to receive information emails from Clare 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's GDPR Officer.

How long we keep your data for, and why?

We do not keep members' data after they resign or their membership lapses. Data is cleared from our system as quickly as is administratively possible.

However, since underlying statistical data, like scores from bridge games, continues to be necessary in relation to the purpose for which it was originally collected and processed, results from events used for the NGS are not deleted by Clare Bridge Club or the EBU, although they will no longer be attributed to a player who does not want their data to be kept.

Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We do not normally keep members' information after they die and the records are deleted from our database at the earliest administrative opportunity, but as a minimum, within four months.

Can you download your data to use it elsewhere?

Your session data that is held by the EBU can be downloaded as a csv spreadsheet. You can do this by logging on to My EBU and in your Sessions list, clicking on "Download as CSV". To access data held by Clare Bridge Club, contact the Club's GDPR Officer.