

GLoucestershire Youth Bridge : Privacy Policy

Who we are and how to contact us

Gloucestershire Youth Bridge
Cheltenham Bridge Club
4 Tivoli Road
Cheltenham
GL50 2TG
gyb@gcba.org.uk

What this privacy policy covers

In accordance with the General Data Protection Regulation (GDPR) 2018, this policy gives you information about how Gloucestershire Youth Bridge treats personal information received from our enquirers, applicants for bridge training sessions, teachers and volunteers at those events.

Gloucestershire Youth Bridge is committed to protecting your privacy. This statement tells you how and why we use your information.

What is personal information?

Personal information is defined as information about you that is ~~personally identifiable attributable to you~~ such as your ~~title, name,~~ address, email address and phone number and even your bridge scores.

Uses of personal information

Gloucestershire Youth Bridge uses personal information for :-

- informing people about upcoming Gloucestershire Youth Bridge ~~activities~~ or other bridge ~~training~~ events
- administering bookings for Gloucestershire Youth Bridge events
- administering the planning and organisation of Gloucestershire Youth Bridge events
- posting results of bridge events
- participant satisfaction surveys
- post event evaluation

~~From time to time we may examine your personal information so that we can contact you with information that is relevant to you, eg. information about other training events.~~

Disclosure of personal information

Gloucestershire Youth Bridge will never sell your personal information. Gloucestershire Youth Bridge will never share your information except with your express permission, eg. to pass on your contact details for the purpose of lift sharing.

The Privacy Policy will apply whenever you provide personal information except, as required by law, where Gloucestershire Youth Bridge can pass on personal data without consent, eg. for the purpose of preventing or detecting crime.

Keeping your personal information secure

<to be fixed>

~~Gloucestershire Youth Bridge will use a dedicated email address which is password protected.~~

Soft copy documents will be stored in encrypted version.

Hard copy documents will be under the close supervision of the Administrator or stored in a locked box, except when contact details for carers will be made easily available during any events involving children to those who are managing the events.

If we are confident that personal information is no longer needed it will be destroyed within 30 months.

Consent

When providing us with your personal information you must give us your clear consent to its processing as described in this Privacy Policy. If you do not wish to be contacted in future please email gyb@gcba.org.uk to request your removal from the records.

Applicants aged under 18

If you are aged under 18, please ensure you have your parent/guardian's consent before giving us any personal information.

Accessing your information

You have the right, under the General Data Protection Regulation, to either request a copy of your personal information held by us, to have it corrected, deleted or to ask us to stop using it. To request a copy of the personal information we hold about you, you must send your request in writing to the above address. Requests to have information deleted can be sent by email.