

# **Helensburgh Bridge Club Privacy policy**

## **What personal data does the Helensburgh Bridge Club (HBC) collect?**

The data we routinely collect includes members' names, addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the club. For some of our members we may have additional information such as committee membership or tournament director roles. We will also keep information relating to disciplinary matters and sanctions. We collect the scores from games you play, which are displayed on our results pages and used in maintaining the SBU ranking and 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 some data to the Scottish Bridge Union (SBU) for their use as explained in the section below.

## **Who is your data shared with?**

Your membership data is passed on to the SBU, of which you become a member when you join the Helensburgh Bridge Club. The SBU shares data with its districts, which for Helensburgh, is the SBU West district. Information from your results is also passed on to the SBU for use in its master point and ranking schemes and this may also be used for stratification and handicap purposes.

Some of your data will be available for use by BridgeWebs and ScoreBridge acting as Data Processors on our behalf. They are not free to pass this on to other organisations that are not connected with the Helensburgh Bridge Club. Limited data (username or name and SBU ID number) is provided by members to online bridge platforms that the HBC uses for the purposes of running online bridge events.

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

## **Where does this data come from?**

Data for most of our members comes from them when they join the Helensburgh Bridge Club or when they update their information either directly or via their SBU record.

The information held by the SBU may be updated by your club if you have given it permission to change your record. If you are a direct member of the SBU, you will instead have provided your personal data directly to us when you joined the

# **Helensburgh Bridge Club Privacy policy**

Helensburgh 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.

## **How is your data stored?**

This information is mainly stored in digital form on computers and in the form of written documents held by committee members. We use BridgeWebs as our data processor for this purpose. Any information that is stored remotely is stored in compliance with the GDPR.

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

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the Helensburgh Bridge Club discharges its obligations under the GDPR is the secretary of the committee.

## **Who has access to your data?**

Members of the committee of the Helensburgh Bridge Club have access to members' data in order for them to carry out their legitimate tasks for the organisations. It is the club's policy to include members' contact details in the members' section of the club website, but only for those members who have specifically agreed to this. You are able to change or correct this data directly on the website.

## **What is the legal basis for collecting this data?**

The Helensburgh 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 you can check what data we have about you?**

In the first instance, check your details on the HBC website. If you do not have internet access and are unable to see the basic membership data we hold about you, you should contact the club secretary. 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

## **Helensburgh Bridge Club Privacy policy**

of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

### **Does the Helensburgh 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 correct your own data on the club website or ask us to correct or show limited data about you. 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. You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.

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

You may choose not to receive information emails from the Helensburgh Bridge Club (we do not send any out on behalf of other organisations).

Any of these options, including removal, can be implemented for your club membership by contacting the club secretary.

### **How long we keep your data for, and why?**

We normally keep members’ data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member’s contact details entirely on request.

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 normally keep members’ information after they die. 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.

## **Helensburgh Bridge Club Privacy policy**

### **Can you download your data to use it elsewhere?**

To access data for download purposes, held by the Helensburgh Bridge Club, contact the club secretary.

To download a copy, click or tap on this link [HBC Privacy policy](#)