

APPENDIX I (b)

NB Before publication, each club should check the items shown in red below, and adjust to their own name / circumstances

Privacy Notice for **Leixlip** Bridge Club

What personal data does Leixlip Bridge Club collect, and what is it used for?

Who is your data shared with?

Where does this data come from?

How is your data stored?

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

Who has access to your data?

What is the legal basis for collecting this data?

How you can check what data we have about you?

Does **Leixlip** Bridge Club collect any “special” data?

How can you ask for data to be removed, limited or corrected?

How long we keep your data for, and why?

What happens if a member dies?

What personal data does **Leixlip Bridge Club** collect?

The data we routinely collect includes members' names, addresses, email addresses . 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 memberships, teaching qualifications, 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 CBAI's 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 CBAI for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to CBAI, of which you become a member when you join **Leixlip Bridge Club**. CBAI shares data with **ABCDE [County/Region]** or any other **[County/Region]** in which you may have joined a club.

Information from your results is also passed on to CBAI for use in its master point scheme and, this may also be used for seeding /stratification and handicap purposes.

Some of your data will be available for use by **[Bridgewebs]** acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with **Leixlip Bridge Club**.

In the event that a club member agrees to act as **Club Secretary / Club contact**, it is necessary to have specific permission from them to use their contact information on behalf of the other members of the 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 this data come from?

Data for most of our members comes from them when they join **Leixlip Bridge Club** or when they update their information either directly with the Club or CBAI.

The information held by CBAI will be updated by your club, if you provide updates.

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] stored at [location]. [We use Bridgewebs/other facility as our data processor for this purpose.] Any information that is stored remotely is stored [in the EU/ 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 **Leixlip Bridge Club** discharges its obligations under the GDPR is **our Club Secretary**.

Who has access to your data?

Members of the committee [and staff] of **Leixlip Bridge Club** have access to members' data in order for them to carry out their legitimate tasks for the Club and CBAI.

Sub-contractors of **Leixlip Bridge Club** may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

Leixlip 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?

If you want 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.

Does **Leixlip 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/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 in our competitions (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 contacting **the Club Secretary**.

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 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.
- You may choose not to receive information emails from **Leixlip Bridge Club or CBAI** (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 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.

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 Master Points Scheme are not deleted by **Leixlip Bridge Club** or CBAI 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 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.