

## **Marcle Bridge Club Data Protection Policy**

### **Member's Data Held by the Club**

The club requires the applicant to supply their full name, email address and their EBU number should they have one.

The club requests the applicant to supply their telephone number for urgent communications, and their street address for formal communications.

The club holds your scores from the Bridge events that you play, which are presented on the club website.

The club holds your NGS rating as calculated by the EBU.

### **Storage of Member's Data**

The full set of member's data is held on the club website which is held on a server operated by Bridgewebs.

A player database which lists members names and their EBU numbers may be held on personal computer's or laptops operated by the scorer of Bridge events for the purpose of calculating the results of a Club event.

### **How Member's Data is Used**

Members' data is used to communicate information to the membership relating to Club events. This will be normally be done as an email and exceptionally by telephone or post.

Member's data is used to organise and run events at the club.

### **Sharing Member's Data**

The Club is affiliated to the EBU, and you will become a member of the EBU when you join the club if not already a member.

Your name and your Bridge scores are passed on the EBU for the calculation of Master Points and NGS grade.

Bridgewebs holds member's data; they may not pass this information on to other organisations.

Your personal data will not be passed on by us to any other persons or organisations unless we are legally obliged to do so.

### **Access to Your Data**

The members of the committee and nominated scorers have access to members' data to facilitate the administration of club events.

You have full access to your data for inspection and update through the 'Member Login' feature on the club's website.

## **Deletion of Your Data**

The club will delete all of your data within a reasonable time period after you cease to be a member of the club.

Data will be retained during the stipulated 'grace' period after annual membership fees are due to allow you time for payment.

We will delete all\* member's data entirely upon request, although this will result in your membership being suspended.

*\*Historical competition results and Bridge session scores will be retained for club records.*

## **Policy in the event of a Member's Death**

The Club will normally retain member's data after they die for a reasonable time period, after which all data except the member's name will be deleted. We would like to retain member's names for our records. However, if requested by next-of-kin, we will immediately delete data and the former member's name should that be requested.

We request that the club is notified of the death of any member as soon as is possible so that we can inform the membership, amend our records, and avoid possible distressing attempts at contact.

4<sup>th</sup> May 2023, Issue 1