

Rutland and Oakham Bridge Club Privacy Policy

The purpose of this policy is to comply with the new General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

The Rutland and Oakham Bridge Club is a private members Bridge Club, affiliated to the English Bridge Union, meeting regularly in Oakham where members and guests play duplicate bridge.

What personal data do we hold?

All members are asked to provide emergency details in case of an unforeseen illness or accident. These are held in paper form, stored safely and can be accessed by the Session Director or deputy if needed. This information will not be passed on to anyone else.

We collect and hold the names, email address and phone numbers (if volunteered) of players when they have played three times at the Club, or when they pay their annual subscription to the club and become members (whichever occurs first). Any updated details provided by the member will replace the old details, which will then be deleted.

All members will be asked to provide at least 1 method for the club officers to communicate with them in case of unforeseen circumstances such as the late cancellation of a bridge session.

New players will be asked to fill in a form with their name, email address and phone number and asked if they wish their details to be added to the contact list.

Guests' names and, if they know it, EBU number will be recorded on the Club and EBU website. Results are published on the club website and may be accessed by both members and non-members.

Information is held electronically and password protected by the Treasurer, the Secretary and the Scorer who hold it securely. Passwords are changed when the office holder changes.

Why do we hold members details?

There are several reasons why we hold these details:

- to ensure we have a record of contact details for the processing of table fees and annual subscriptions
- to enable us to submit members contact details and game results to the EBU
- to enable members who have agreed, either electronically or in writing, that their contact details may be circulated to other members for the purposes of finding a partner or for other legitimate club business
- to enable the publication of a contact list of members' names, phone numbers and email address that will be circulated to other members

where the individual member has agreed that their name should be included following the procedure outlined in the previous paragraph.

- to enable the secretary, treasurer and scorer to send out emails, newsletters and links to our website to members

The Club will not pass on personal data to any organisation or club other than the EBU.

Access to and control of your personal information

You may request to see details of your information that we hold about you.

You will be asked to say if you would like your personal information to be included on the list of members and may at any time change that decision by notification to the officers who hold that information.

Specific WhatsApp Policy

By joining the Club's WhatsApp Group ('the Group'), members consent to their individual telephone numbers being visible to all participants of the Group.

Telephone numbers will **NOT** be collected by the Club from the Group for any purpose whatsoever; the use of telephone numbers is limited to what is strictly necessary for the Group to function.

Group data will **NOT** be shared with any other WhatsApp group, nor with any other individuals, communities or organisations.

Any member can withdraw from the Group at any time through the Exit function in WhatsApp settings and their telephone number will be deleted at the same time.

The process of joining the Group will be taken as consent to this policy.

Regulation

Group moderators, who may change from time to time, will keep content and posting under review.

If, in the opinion of the moderators, a member is not using the Group for its proper purpose, that member will be advised and may immediately be removed. Members so removed may ask for a review by the Club Committee.

If you have any queries about the Club's GDPR policies, please address them to the Chairman or the Secretary.