

# **SLAMS BRIDGE CLUB - PRIVACY NOTICE**

This notice describes how Slams Bridge Club (Slams) processes personal data in compliance with the General Data Protection Regulation (GDPR).

“I” or “me” in the following document means Roy Stephen Lambert, owner of Slams.

## **1. The legal basis for collecting personal data**

Slams collects only the personal data that is necessary for the purposes of its legitimate interests as an organiser of bridge games. If a prospective player does not consent to providing the minimum personal data that Slams requires and for the data to be used in the ways described in this notice, Slams would be unable to allow the person to participate in the club’s activities.

## **2. The personal data that Slams collects**

Slams collects the name of every person on their first visit to the club or to an event run by the club. This is the only piece of personal information that Slams insists upon.

The data is collected at:

- Club Sessions
- Bridge Weekends
- St. Christopher’s Charity Bridge Day

Slams collects scores from all the bridge games played.

Slams collects members’ postal addresses, email addresses and telephone numbers when provided by members (optional).

Slams may take photographs of members and visitors at its bridge weekends unless individuals withhold consent for photographs of them to be taken.

Slams keeps records of the annual membership fees paid by club members and financial records of payments made by and to individuals and other organisations.

## **3. The collection of ‘special’ data**

Slams does not collect any sensitive personal data designated as ‘special’ under the GDPR.

#### **4. How the club uses personal data**

Slams uses members' data for the administration of membership, the communication of information, administration and scoring of normal bridge sessions and bridge-related special events.

Slams maintains a website where some personal data relating to the results of games is displayed.

Slams uses the scoring programme BridgeScore, where players' names are stored in its player database.

Photographs of members attending bridge weekends may be published in the website. Individuals may request that their photograph is not taken or, if already on the website, that it be removed.

Individual players may be contacted by email or telephone where the necessary contact details have been provided.

Urgent bulk emails may be sent to members (e.g. in the event of the club being closed at short notice). Emails will be sent from Slams to the Slams email address and will utilise the "Blind Copy" facility so as to retain the integrity of the individual email addresses.

#### **5. Who personal data is shared with**

The results of all games played at the club or off-site are displayed on the club website. Slams may highlight the names of competition winners and prize winners. Slams may post photographs of winners at any special events on its website.

Paper copies of results are made available to anyone attending an "off-site" event.

Information from your results is used for handicap purposes.

Some personal data will be available to Bridgewebs (our website provider) and its associated organisations acting as Data Processors on Slams' behalf, for the purposes of hosting the website. They are not free to pass your data on to other organisations or companies that are not connected with Slams and must abide by data protection laws and their own privacy policies.

Your personal data will not be passed on by the club to organisations or individuals other than those indicated above, unless Slams are required to do so by law or you have given Slams permission to do so.

Slams will not pass your contact details on to other club members unless you have given your permission.

## **6. How your data is stored**

Slams keeps paper copies of invoices and paper records of payments made by the club.

All paper documentation is stored securely for the duration of its validity.

Other records are stored on the club's laptop and on its website (hosted by Bridgewebs).

## **7. Access to your data**

Other than the data held on the website, only I have access to any of your personal data.

## **8. How Slams keeps your data up to date**

Slams asks members to notify the club of any changes to their personal details.

## **9. How to check what data the club holds about you**

You can ask me to give you a copy of the data held about you.

## **10. How to ask for data to be removed, limited or corrected**

You may elect to withhold any or all of your contact details when applying for membership but Slams must have, as a minimum, your name.

You may choose not to receive emails from Slams by not providing an email address, or asking that it be removed.

You can contact me in person at the club or by email to ask for your data to be amended or removed.

You may withhold consent to photographs of you being taken, or ask that any photograph of you that appears on the club website to be removed.

## **11. How long does Slams keep your data?**

Paper records are kept for the duration of their validity and are then shredded

- Annual Membership form: retained for the year concerned.
- Bridge Weekend booking slip: retained until the event has been run.

The names of all players (members and visitors) are retained on the BridgeScore database.

The results of all games played at the club are retained permanently in the BridgeScore programme on the club laptop and displayed permanently on the club website.

Financial records are retained for at least seven years.

I will delete entirely a former member's or visitor's details from the club records on request to me, with the exception of historical results of games played at the club.

## **12. What happens if a member dies?**

I will delete entirely a member's or visitor's information from the club records and from BridgeScore on death, when informed. However, results of games played by deceased members will continue to appear on the results' pages of the club website.

## **13. The club's responsibility for ensuring compliance with the relevant laws and regulations**

I, Roy Stephen Lambert, am responsible for ensuring that Slams discharges its obligations under the GDPR.