



Privacy Notice for Watford and Bushey Bridge Club (WBBC)

1. [What personal data does WBBC collect?](#)
2. [What is this personal data used for?](#)
3. [Who is your data shared with?](#)
4. [Where does this data come from?](#)
5. [How is your data stored?](#)
6. [Who is responsible for ensuring compliance with the relevant laws and regulations?](#)
7. [Who has access to your data?](#)
8. [What is the legal basis for collecting this data?](#)
9. [How you can check what data we have about you?](#)
10. [Does WBBC collect any "special" data?](#)
11. [How can you ask for data to be removed, limited or corrected?](#)
12. [How long we keep your data for, and why?](#)
13. [What happens if a member dies?](#)
14. [Can you download your data to use it elsewhere?](#)

All enquiries should be sent to - wbbcemail@gmail.com
addressed to either:

Susan Mount, Secretary or
David Eddleston, Chairman



1. What personal data does WBBC collect?

The data we routinely collect includes members/visitors/students' names, addresses, telephone numbers and email addresses. We collect this data directly from our members, visitors and students.

We may also store data from those contacts who have given WBBC their information when making enquiries about our learning programme, registering for events or registering as potential members.

For some of our members we may have additional information such as committee memberships, and for club roles (directing, teaching etc). We will also keep information relating to disciplinary matters and sanctions.

For those who are on the committee or have won prizes/awards we may have photographs of them.

We collect the scores from WBBC playing sessions, which are displayed on our results pages and used in maintaining the English Bridge Union (EBU)'s National Grading Scheme (NGS) and Master Point scheme.

2. What is this personal data used for?

We use your data for the administration of membership, running the learning programme, the communication of information, and the organisation of events. We provide your data to the English Bridge Union (EBU) and Hertfordshire Bridge Association (HBA) for their use as explained in the section below.

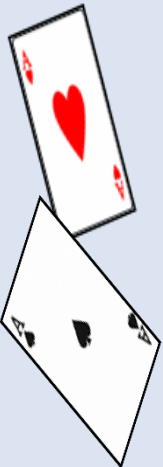
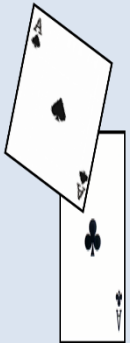
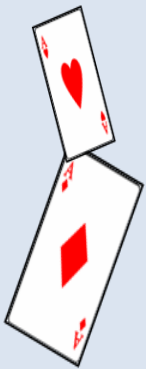
3. Who is your data shared with?

Membership data is passed on to the EBU of which you become a member when you join WBBC. The EBU shares data with its associated charity, English Bridge Education and Development (EBED), since it shares offices and data systems with them, and also with HBA or any other county that you may have nominated as your county of allegiance. In addition, WBBC also co-operates directly with the HBA in maintaining limited membership data (name, EBU number and email address) and providing the data for those members where the HBA is not their county of allegiance.

Session/event results, including names, are passed to the EBU for use in its master point and NGS schemes. Unless you have chosen to have your NGS grade kept private and your Master Point (MP) rank hidden, this information is publically available. See section 11 on how to hide this information. Where WBBC use NGS and MP rank for stratification and handicap purposes for competitions and events, if they are not visible you will be deemed to be of the highest rank for the purposes of that competition/event.

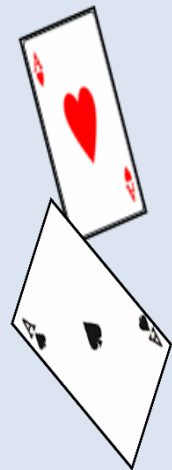
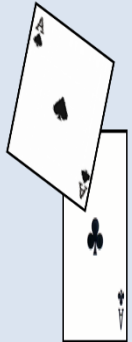
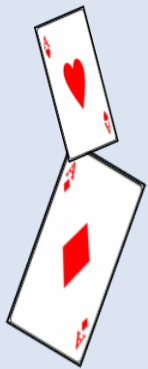
Some of your data will be available for use by Pianola/Bridgewebs acting as a Data Processor on behalf of WBBC. They are not free to pass this on to other organisations that are not connected with WBBC.

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





Watford and Bushey Bridge Club



4. Where does this data come from?

Data for our members/visitors/students comes from them when they join or visit the club or apply/express interest in a course at WBBC. Members can update their information directly on the website or advise the membership secretary. Students and visitors should inform the committee of any changes.

The information held by the EBU may be updated directly by the member or by the club if you have given it permission to change your record. The "permission" can be updated via "My EBU/Account -> My Details".

Whether the EBU record is created by WBBC or an individual, it is the individual's responsibility to ensure the EBU record is correct and up to date.

Scoring data comes directly from the results of the club/county/EBU session in which you play.

5. How is your data stored?

WBBC maintains membership, visitor, student, scoring and competition information digitally using "data processor" Bridgeweb and EBU score. Paper membership forms are stored by the Membership secretary. Trophies are inscribed with the winners' names.

Payment information is held digitally by the Treasurer and Membership secretary. Student information is also held digitally by the tutors.

Any information that is stored remotely is stored in the EU/ in compliance with the GDPR.

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

We do not have a statutory duty to have a Data Protection Officer. The WBBC Chairperson is responsible for ensuring WBBC discharges its obligations correctly under the GDPR.

7. Who has access to your data?

Members of the WBBC committee along with the Partner Finding manager have access to members' data and the Learning and Development team have access to student data in order for them to carry out their legitimate tasks for the organisation.

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

8. What is the legal basis for collecting this data?

WBBC 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.

9. How you can check what data we have about you?

If you want to see the basic membership/visitor/student data we hold about you, you should contact the Membership 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 of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.



Watford and Bushey Bridge Club

10. Does WBBC collect any “special” data?

The GDPR refers to sensitive personal data as ‘special categories of personal data’. We do not record any data in these special categories.

11. How can you ask for data to be removed, limited or corrected by WBBC or HBA or the EBU?

There are various ways in which you can limit how your data is used.

- If you wish you could become an “anonymous” member of the EBU. This would involve you having a pseudonym with an EBU number under which you would play. If you do this however, you would not be able to access any EBU membership benefits such as the magazine or participation in EBU tournaments.
- If you decide to be an "anonymous" EBU member you are welcome to play at WBBC as a guest but will be unable to continue as a WBBC member.
- You do not need to provide the EBU with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
- If you do not want your NGS grade to be public, you may choose for it to be kept private. You can change this option as often as you wish.
- You may choose not to appear in master point promotions lists.
- You may choose not to receive information emails from WBBC (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 WBBC Membership Secretary.
- Any of these options can be implemented for your EBU membership by logging on to My EBU, going to Account → My Details and editing your record there, either to correct erroneous data or to delete information you do not wish the EBU to have. If you need any assistance with this you may contact the EBU’s Office Manager karend@ebu.co.uk.

12. How long do we keep your data for, and why?

WBBC normally keep members’ data after they resign or their membership lapses, in case they later wish to re-join. Visitor and Student data will be retained. However, we will delete any personal data entirely on request.

Since underlying statistical data, such as 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 NGS are not deleted by WBBC or the EBU although they will no longer be attributed to a player who does not want his or her 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.

13. What happens if a member dies?

We normally delete members’ information at the end of the club year after he or she dies. If requested by his or her next-of-kin we will delete it on the same basis as when requested to remove data by a former member.

14. Can you download your data to use it elsewhere?

Your session data that is held by the EBU can be downloaded as a csv spreadsheet. You can do this by logging on to My EBU and in your Sessions list, clicking on ‘Download as CSV’.

