

Privacy Notice for Worthing Bridge Club

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What personal data does Worthing Bridge Club collect?

The data we routinely collect includes members' names, addresses, email addresses and telephone numbers. 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.

For those who are on committees, have won prizes or awards, or have a biography for any other reason, we may have photographs of them. We also have more general photos of bridge players where individuals are not so easily identifiable.

We collect the scores from games you play, which are displayed on our results pages and used in maintaining the EBU's National Grading Scheme (NGS) and the 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 the English Bridge Union (EBU) for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to the EBU, of which you become a member when you join Worthing Bridge Club. 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 Sussex County Contract Bridge Association (SCCBA) or any other county that you may have nominated as your county of allegiance.

Information from your results is also passed on to the EBU for use in its master point and NGS schemes and, unless you have chosen to have your NGS grade kept private, this may also be used for stratification and handicap purposes,.

Some of your data will be available for use by Pianola acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with Worthing Bridge 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 Worthing Bridge Club or when they update their information either directly or via their EBU record.

The information held by the EBU may be updated by Worthing Bridge Club if you have given us permission to change your record. You can change this permission on My EBU by going to Account -> My Details.

If you are a direct member of the EBU, you will instead have provided your personal data directly to them when you joined Worthing Bridge Club, or when you updated your record with us.

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 in files retained by the Membership Secretary of Worthing Bridge Club. We use Pianola as our data processor for this purpose. Only people with specific roles/permissions can access member data, individual members can only see other members' personal data if that member has specifically consented to it in Pianola My Account. Information about grades/ranks is available to other members, but can be restricted by people logging into EBU My Account and restricting it. Any information that is stored remotely is stored 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 Worthing Bridge Club discharges its obligations under the GDPR is the Chairman.

The Chairman is the person responsible for maintaining a log of data breaches and notifying the ICO and any members affected as necessary.

Who has access to your data?

Only people in the club with specific roles/permissions have access to member data in order for them to carry out their legitimate tasks for the organisation.

As mentioned above, individual members can only see other members' personal data if that member has specifically consented to it by logging into Pianola My Account. Information about grades/ranks is available to other members, but can be restricted by people logging into EBU My Account and restricting it. Any information that is stored remotely is stored in compliance with the GDPR.

Your name and EBU number may be included in scoring programs used by the Club. This is for the legitimate purpose of enabling your scores and the results to be properly attributed and uploaded to Pianola and from there to the EBU. This data may be accessed by the directors or scorers using the scoring program.

What is the legal basis for collecting this data?

Worthing 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 can log into Pianola and go to My Account. There you can also update most of your details or change the permissions you wish to grant for the use of your data.

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.

Does Worthing 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.

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.

- If you wish you could become an “anonymous” member. 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 playing in EBU tournaments.
- 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, but of course this would limit what we and the EBU are able to provide you with in the way of written information, so you would not be able to get *English Bridge* in printed form or any other benefits that require a mailing address.
- You do not need to provide us with your date of birth unless you wish to enter age-limited 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, but if you do this you would not be able to benefit from any stratification or special prizes based on it. You can change this option as often as you wish.
- You may choose not to appear in future Master Point promotions lists and for your Master Point rank not to be publicly listed, but if you do this you would not be able to benefit from any stratification or special prizes based on it.
- You may choose not to receive information emails from Worthing Bridge Club (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your club membership by logging into Pianola My Account or by contacting the Chairman.
- 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 us to have . If you

need any assistance with this you may contact the Office Manager
membership@ebu.co.uk

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 NGS are not deleted by Worthing Bridge Club or the EBU 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.

.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". To access data held by Worthing Bridge Club contact the Chairman.