

Privacy Notice for Colden Common Bridge Club 2019

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What personal data does Colden Common Bridge Club 2019 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. We will also keep information relating to disciplinary matters and sanctions.

What is your personal data used for?

We use members’ data for the administration of your membership; the communication of information, and the organisation of events.

Who is your data shared with?

Some of your data will be available for use by Bridgewebs acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with Colden Common Bridge Club 2019 .

Your personal data is not passed on by us to any other organisation.

Where does this data come from?

Members' data comes from them when they join Colden Common Bridge Club 2019.

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 Secretary to Colden Common Bridge Club 2019. We use Bridgewebs as our data processor for this purpose. Your name, email address and telephone number are stored in the password protected "Membership" section of the website which can be accessed only by Members of the Club. Should you sign up to play or to seek a partner using the Find a Partner page or through the Partnership Secretary this will be shown on the password protected Find a Partner page. The same information may be circulated by email to the Club members. The way in which we use this information is in the legitimate interests of the Club in furthering the objective of playing bridge and enabling members to find partners and record their intention of attending.

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 Club Secretary, currently Joanna Carter is the person responsible for ensuring that we comply with our obligations.

Who has access to your data?

Members of the committee of Colden Common Bridge Club 2019 have access to members' data in order for them to carry out their legitimate tasks for the organisation.

As set out above, Members of Colden Common Bridge Club 2019 have access to your name, email address and telephone number in a password protected section of the Club's website for the purpose of finding partners and communication in relation to the playing of bridge at the Club. Similarly, Members can access information on who is signed up to play through the Find a Partner function which is also password protected for Members only.

Members of the Club are given a password enabling them to access Members' information on the website when they join the Club. We recommend that members should personalise their password. This can be done by entering the Members' information section and clicking on the "Account" tab. At the bottom of the page there is an option to change your password.

Your name and email address may be included in scoring programmes used by the Club. This is for the legitimate purpose of enabling your scores and the results to be properly attributed and uploaded to the Bridgewebs Club site. This data may be accessed by the directors or scorers using the scoring programme

What is the legal basis for collecting this data?

Colden Common Bridge Club 2019 collects the 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 should contact the Secretary to Colden Common Bridge Club 2019.

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 Colden Common Bridge Club 2019 collect any “special” data?

The GDPR refers to sensitive personal data as “special categories of personal data”.

Of these categories, the only data we record relates to the disabilities of members who have explicitly requested it to be recorded for the purpose of giving them stationary positions in our competitions which we aim to do wherever feasible. If you wish to change this data on your record you can do so at any time by contacting The Club Secretary.

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.

- 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 are able to provide you with in the way of written information, so you would not be able to receive any correspondence that requires a mailing address.
- You may choose not to receive information emails from Colden Common Bridge Club 2019.
- Any of these options can be implemented for your club membership by contacting the Club Secretary.

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.

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?

To access data held by Colden Common Bridge Club 2019, contact the Club Secretary.