



WOKING BRIDGE CLUB



Privacy Notice

What personal information does Woking Bridge Club ("the Club") collect?

The membership 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.

We also keep information relating to disciplinary matters and sanctions.

We collect the scores from games you play, which are displayed on the results pages of our website and supplied to the English Bridge Union (EBU) as described below.

On occasion, we may also take your photographic image.

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 EBU for their use as explained in the section below.

Who is your information shared with?

Your membership data is passed on to the EBU, of which you become a member when you join the Club. The EBU shares data with its associated charity, English Bridge Education and Development, since it shares offices and data systems with them, and also with Surrey County Bridge Association 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 scheme and its National Grading Scheme (NGS), unless you have chosen to have your NGS grade kept private, and this may also be used for stratification and handicap purposes.

Your results data will be available for use by BridgeWebs acting as a Data Processor on our behalf for the maintenance of our website. Your photographic image may also be displayed by BridgeWebs to illustrate our playing facilities and in connection with competitions within the Club. BridgeWebs are not free to pass any of this information on to other organisations that are not connected with the Club.

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

Where does this information come from?

Personal data for most of our members comes from them when they join the Club or when they update their information either directly or via their EBU record.

The information held by the EBU may be updated by the 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 the Club, or when you updated your record with them.

Scoring data comes directly from the results of the Club games in which you play.

Photographic images may be taken during prize giving, social and competitive events at the Club.

How is your data stored?

Your membership information is primarily stored in digital form on Dropbox as our Data Processor and in the form of written documents stored at the appropriate Officer's home. Access to Dropbox is by passwords and limited to Committee Members. Committee Members may keep copies of the primary data on Dropbox on their personal computers for processing and back-up purposes. Access to the Committee Members' personal computers is secured by passwords.

Your results information is collected by the Scorebridge program on the Club's computer which is password protected and stored in locked cupboard at the playing venue.

Your name, club membership status, EBU number, NGS grade (if not private), your results and any photographic images are stored in BridgeWebs, which is our Data Processor for this purpose.

Any information that is stored remotely is stored in compliance with the General Data Protection Regulation (GDPR).

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

Under the GDPR we do not have a statutory requirement to appoint a Data Protection Officer. The person who is responsible for ensuring that the Club discharges its obligations under the GDPR is the Club's Chairman.

Who has access to your data?

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

What is the legal basis for collecting this data?

The 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.

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 Club's 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.

Does Woking 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 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 *English Bridge* magazine or playing in EBU tournaments.
- You may maintain your membership of the Club with your correct name but with limited contact details. However, both we and the EBU 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.
- 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 the Club (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 Club’s 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 us to have. If you need any assistance with this you may email membership@ebu.co.uk, or contact the EBU’s Office Manager, whose details are available at www.ebu.co.uk/staff-list.

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 and to support analysis of trends in membership. However, we will delete any former member’s contact details entirely upon 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 the 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 the Club, contact the Club’s Competitions Secretary.