**Privacy Notice for Corsham Bridge Club**

**What data do we collect and why?**

Corsham Bridge Club keeps a record of members’ names, addresses, phone numbers, e-mail addresses and EBU numbers. This information is used to contact members about club activities, to send new members details to the EBU and to inform the EBU of results.

We collect the scores from games you play, which are displayed on our website results pages, our scoring systems’ websites, the EBU’s websites and are used in maintaining the EBU’s National Grading Scheme (NGS) and the Master Point scheme.

We keep detail of who has paid table money and subscriptions to enable the club to keep and present accurate financial records and accounts.

**What is your 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 **Corsham Bridge Club.** The EBUshares data with its associated charity, English Bridge Education and Development (EBED), since it shares offices and data systems with them, and also with **Wiltshire Contract Bridge Association** or any other county that you may have nominated asyour county of allegiance.

Information from your results is also passed on to the EBU for display on its results pages and for use in its master point and NGS schemes. Your NGS grade will be available for anyone to view, unless you have chosen to have your NGS grade kept private. Your NGS grade and master point information may also be used for stratification and handicap purposes.

Some of your data will be available for use by our website provider, currently Weebly, and our scoring programs, currently BridgeTab and PairScorer, which also publishes your results on their website. These organisations act as Data Processors on our behalf. This information is limited to your name, EBU number, results, NGS grades and master point ranks and they are not free to pass this on to other organisations that are not connected with **Corsham Bridge Club.**

Your name may be passed on by us to the Royal British Legion, RBL, Corsham Branch for the purposes of checking that you are registered as a member of RBL Corsham, which is a requirement of frequently attending meetings of Corsham Bridge Club in the RBL premises. Any personal data that you provide directly to RBL Corsham for the purposes of membership of RBL Corsham will be handled and processed in accordance with their policies.

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

Names, telephone numbers and e-mail addresses will be shared with other members ONLY if you have given your permission for this to happen.

**Public sharing of your data**

Our Club website is freely available to be viewed by the general public. The following personal data may be published on our website ONLY if you have given your permission for this to happen:

* Your name in connection with Master Point ranks or NGS grades
* Your name in connection with bridge events and competitions that you have participated in, including those not directly related to Corsham Bridge Club
* Your name in connection with Corsham BridgeClub competitions
* A named photograph of you, in connection with any Corsham Bridge Club awards and prizes.

In addition, your name will be published in the results tables on our website unless you have chosen to play under a pseudonym of some sort such as your EBU number.

**Guest Players**

In this context, Guest Players are players who are not members of Corsham Bridge Club, and may or may not be members of the EBU. The only personal data which Corsham Bridge Club will handle or process in respect of Guest Players is their name and, if applicable, their EBU number. This data will be recorded for legitimate interest administrative purposes and will be treated in accordance with this Privacy Notice as if they were Club members.

EBU member Guest Players, and non-EBU member players, who are prospective members of the Club, will be asked to consent to their names being included in our scoring programs and being published on the Club website. If they do not consent, they will be recorded anonymously in both locations, as will other non-EBU member players.

Prospective members of Corsham Bridge Club and students on Corsham teaching courses will be treated in accordance with this Privacy Notice as if they were Club members from the time that they submit a membership application form.**Where does this data come from?**

Data for most of our members comes from them when they join **Corsham 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 your club if you have given it 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 the EBU when you joined **the EBU** or when you updated your record with the EBU.

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 laptops held by committee members. These computers / files are password protected. There is a written list of members details kept in the scoring briefcase which is always held by a committee member. The club Secretary keeps the members completed application forms. We use BridgeTab software and subsidiary scoring software such as Pairscorer as our data processor for this purpose**.**

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

Under the GDPR (General Data Protection Regulation) we have a [statutory requirement to have a Data Protection Officer](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/). The person who is responsible for ensuring **Corsham Bridge Club** discharges its obligations under the GDPR is **the Chairperson.**

**Who has access to your data?**

Members of the committee of **Corsham Bridge Club** have access to members’ data in order for them to carry out their legitimate tasks for the organisations. Other club members will only have access to your contact details if you specifically give permission. Once your contact details have been shared with other Club members, those details are no longer under the control of Corsham Bridge Club and are thus not covered by the GDPR. The handling and processing of that personal data by members or ex-members as individuals for personal/household activities is outside the scope of the GDPR.

**What is the legal basis for collecting this data?**

**Corsham 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.

Similarly, personnel data is kept in compliance 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 either the club Chairperson or the club Secretary

You can contact us with a “[Subject Access Request](https://ico.org.uk/for-the-public/personal-information/)” 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 Corsham 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/of these categories, the only data we record, only when you ask us to do so, 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 Chairperson or 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.

* If you wish you could become an “anonymous” member of the EBU. This would involve you being a Club member under your correct name but 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 and EBU 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 (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 **Corsham Bridge Club**
* Any of these options can be implemented for your club membership by contacting the club Chairperson or the club 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 contact the Office Manager karend@ebu.co.uk
* You may choose not to have your name shown on Corsham Bridge Club’s website results page but if you choose not to have your name shown you may not be able to identify your own results.

**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 **Corsham Bridge club** or the EBU.
* Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them. Once names have been engraved on Trophies they will not be removed.
* **Corsham Bridge Club** results may be kept on our website for up to 3 years. Results over 2 full calendar years old will deleted shortly after each AGM.
* Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.
* **With the exception of results information, including competition results, you may request the deletion of any personal data that appears on Corsham Bridge Club website by a specific request to the Club Chairperson or Secretary clearly identifying the specific data you would like to be removed.**

**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 member or former member.](#Eleven)

 **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 **Corsham** contact the club Chairperson or the club Secretary**.**