

Privacy Policy for Kilwinning Bridge Club

May 2018

What personal data does our bridge club collect?

The data we routinely collect includes members' name, address, email address, and telephone number. We collect this data directly from each member when they join the club. For some of our members we may keep additional information such as committee memberships or tournament director roles, but only during their relevant tenure.

We collect the scores from games when you play at the club; these being displayed on the results pages of the Ayrshire Bridge Union (ABU) website. Your name and SBU number will also be forwarded to the SBU and used by them for maintaining the SBU 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 personal data to the Scottish Bridge Union (SBU) for their use as explained in the section below.

Who is your data shared with?

Your membership data is passed on to the SBU because you automatically become an SBU member when you join Kilwinning Bridge Club. The SBU shares limited data with the ABU, or the district of your home club.

Information regarding your results is given to the SBU for use in its Master Points scheme.

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 Kilwinning Bridge Club.

The information held by the SBU may be updated by certain club officials.

If you are a direct member of the SBU, you will instead have provided your personal data directly to us when you joined our bridge club, or when you updated your record with us or with the SBU.

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.

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

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer.

The Committee has decided to appoint a Data Protection Officer (DPO) who will inform and advise the Club Committee about their obligations to comply with the GDPR and other data protection laws. The DPO will be the first point of contact for supervisory authorities and for members whose data is processed. The DPO will also monitor compliance with the GDPR and UK data protection laws.

Who has access to your data?

Members of the committee of Kilwinning Bridge Club have access to members' data in order for them to carry out their legitimate tasks for the club. Tournament directors have limited access to members' data for them to carry out their legitimate role when directing events.

What is the legal basis for collecting this data?

Kilwinning Bridge Club 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.

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 Data Protection Officer who is Thomson Kerr. (thomson.kerr@btinternet.com)

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.

We will not usually levy 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 Kilwinning 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 or specify 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 and the SBU are able to provide you with in the way of written information, so you would not be able to get any benefits that require a mailing address.
- You do not need to provide us with your date of birth. If you are a junior (less than 25 years of age on 1st January of the membership year) you will need to divulge that fact in order to be eligible for the membership fee reduction and if you wish to enter junior events or gain other youth concessions.
- You may choose not to receive information emails from our club.
- Any of these options can be implemented for your club membership by contacting the Data Protection Officer or the club secretary.

How long we keep your data for, and why?

We normally keep members' data after resignation, or lapsed membership, this in case they later wish to re-join. However, we will delete 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 are not deleted by Kilwinning Bridge Club or the SBU, 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.

What happens if a member dies?

We will normally delete deceased members' personal data at the end of the season in course. If requested appropriately to delete it earlier we will do so.

Can you download your data to use it elsewhere?

To access your data held by Kilwinning Bridge Club contact the Data Protection Officer, Thomson Kerr (thomson.kerr@btinternet.com)