

## MDBC Privacy Notice

### **What personal data does Mayfield Duplicate Bridge Club collect?**

The data we routinely collect includes members' names, addresses, email addresses, telephone numbers, EBU numbers. We collect this data directly from our members when they join the club, and when they renew membership.

We will also keep information relating to disciplinary matters and sanctions.

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 **Mayfield Duplicate 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 **Surrey** 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, unless you have chosen to have your NGS grade kept private, and this may also be used for stratification and handicap purposes.

Name and scores are also stored on computers used by our web hosting partner "**Vertical Plus Limited**" in order to display them on our website. Some Committee Members' photos and telephone numbers are also stored there.

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

### **How is your data stored?**

This information is mainly stored in the form of original Joining Application forms and Renewal forms, and in digital form on the Secretary's computer. Name, EBU number and scores / ranks are also stored on the club's laptops and on the WebMaster's computer.

### **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 **Mayfield Duplicate Bridge Club** discharges its obligations under the GDPR is the Club Secretary.

### **Who has access to your data?**

Some members of the committee of **Mayfield Duplicate Bridge 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?**

**Mayfield Duplicate Bridge Club** collects personal data that is necessary for fulfilling the contractual arrangements between the Member and the Club in its legitimate interests as a membership organisation.

### **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 Secretary.

### **Does Mayfield Duplicate Bridge Club collect any "special" data?**

The GDPR refers to sensitive personal data as "special categories of personal data". **We do not store any such special data.**

### **How can you ask for data to be removed, limited or corrected?**

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 magazine or playing in EBU tournaments.

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.

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 to have stored.

### **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 **Mayfield Duplicate Bridge Club** or the EBU.

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 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**.

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