

# Aberdeen Bridge Club

## Data Privacy Policy

As a member of **The Bridge Club Aberdeen - SCIO, 14 Rubislaw Terrace, Aberdeen AB10 1XE**, we (your Trustees) take the privacy of your personal data very seriously. As defined in the GDPR (General Data Protection Regulation), we are a “Controller” of the personal information that you provide, and this privacy policy sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

### What information we hold on you

This falls under five headings:

#### Registration

At the start of each year we ask you to fill in an online registration form which provides the following personal information:

- Contact details – name, address, email address, phone number.
- Emergency - contact name and phone number.
- Club related – new or existing member, how you heard about the Club (new members only), your agreement to the Club’s rules, adult/junior, home club, SBU number, BBO username.
- Subscription – information relation to amount due and payments made, Gift Aid status.

#### Signing up for sessions

When you sign up for a session, your name (and that of your partner) is recorded and stored on the Club’s web server. It is deleted automatically a few hours after the end of the session. At any time you can withdraw from the session, deleting your name(s). As its storage is transitory, this data will not be further considered.

#### Scoring

The Scorebridge system stores the names of those who participate in tournaments.

#### Results

For each Club tournament that you take part in, we store and display the names of you and your partner, your overall result, and, for each hand played, the contract and the score.

#### Mailing list

We maintain a mailing list of members where we store your name and email address.

Please note that our website may, from time to time, contain links to the websites of third parties. If you follow a link to any of these websites, such websites will apply different policies to the collection and privacy of your personal data, and we do not accept any responsibility or liability for these policies. Please check before you submit your information to these websites.

## **Why we need your personal information – legitimate purposes**

We store and access data in ways that you would reasonably expect, and which have a minimal privacy impact in pursuit of our legitimate interests to:

- Provide you with news and updates about our activities.
- Manage the running of the Club.

## **Who we share your personal information with**

### **Registration, Scoring and Mailing List**

We inform the SBU (Scottish Bridge Union) when you have paid the SBU component of your subscription. We do not share any information with any other third party. However in addition to registering with us every year, when you first register with the SBU, you do have to provide a certain amount of personal information to them. We may occasionally update this information in the light of changes you tell us. You can check SBU's [Data Privacy Policy](#).

### **Results**

The results of tournaments are routinely copied to the SBU so that they can update their information on Master Points.

## **How we protect your personal information**

### **Registration**

Electronic information is held on a shared drive in the Cloud (Google Drive). Access is limited to specific members of the Management Committee. All those who have such access are instructed to ensure that their accounts are protected by passwords with the highest level of security. Google has a base within the EU and stores and processes data under GDPR.

### **Scoring**

The names are held on the Club's PC in the Club Office. Access is limited to those who have a legitimate reason for so doing.

### **Results**

This is kept on our web server hosted by [Krystal Hosting Ltd](#), a UK company. Write access is limited to specific individuals. However anyone with access to the website can view the results.

### **Mailing list**

This is kept on our web server hosted by [Krystal Hosting Ltd](#). Access is limited to specific members of the Management Committee and your email address is hidden from anyone else.

## **How long we keep your personal information**

### **Registration**

Generally we hold this information for just over two years (current and preceding years). For those who have elected to let us claim Gift Aid on their subscriptions, we have a legal obligation to keep names, addresses and amount of subscription for six years.

### **Scoring**

Names are kept for as long as you are active in tournaments.

### **Results**

These are kept indefinitely.

## **Mailing list**

Your details are kept for as long as you are a member of the Club.

## **Do we collect any “special or sensitive” data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data. To be more specific we do not collect date of birth, age, race, colour, religion, creed, or credit card data.

## **What rights do you have?**

Under GDPR, you have the following rights:

### **Right to be informed**

Our policies setting out how we adhere to the GDPR are available on our web site. A link to these policies will be provided to you when you first provide us with personal information.

### **Right of access**

You can request a copy of your data in electronic form or on paper. A request can be made by emailing [itsupport@aberdeenbridgeclub.co.uk](mailto:itsupport@aberdeenbridgeclub.co.uk). The data will be provided free of charge as soon as possible and in any case within one month.

### **Right to rectification**

You are entitled to have your data corrected if it is inaccurate or incomplete. A request can be made by emailing [itsupport@aberdeenbridgeclub.co.uk](mailto:itsupport@aberdeenbridgeclub.co.uk). The data will be corrected as soon as possible and in any case within one month.

### **Right to erasure**

You are entitled to request the deletion of your data. A request can be made by emailing [itsupport@aberdeenbridgeclub.co.uk](mailto:itsupport@aberdeenbridgeclub.co.uk). The data will be deleted as soon as possible and in any case within one month unless there are strong and valid reasons not to do so. Such reasons apply to **Results** as it is not practicable to delete your data for a tournament without deleting the data of all other participants in that tournament.

### **Right to restrict processing and to object**

We do not carry out any significant processing of personal data.. If you believe that we are processing your data in a way that you object to (e.g. in a way that is inaccurate or not in accordance with the purposes of the organisation) you can raise the matter with any Trustee. The Trustee will pass your concerns on to the IT Support Officer who will provide a response as soon as possible and in any case within one month.

### **Right to data portability**

On request (see above) we will provide data in a suitable digital format within one month.

### **Right in relation to automated decision making**

We do not employ any automated decision making. Anyone who believes that we do can raise the matter as set out above.

You can contact us at [itsupport@aberdeenbridgeclub.co.uk](mailto:itsupport@aberdeenbridgeclub.co.uk). If you are dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)