

# Privacy Notice for Yorkshire Contract Bridge Association

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### **What personal data does YCBA collect?**

The data we routinely collect includes members' names, addresses and email addresses. We collect this data via the English Bridge Union (EBU), or from individual members when they join the county directly or enter competitions.

### **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.

### **Who is your data shared with?**

Some of your data will be available for use by Pianola acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with YCBA.

Other than the EBU, your personal data is not passed on by us to any other organisation, whether or not connected with bridge.

### **Where does this data come from?**

Data for most of our members comes from them when they join an EBU affiliated club or when they update their information either directly or via their EBU record. All that personal information is collected and collated by the EBU.

The EBU makes available to YCBA the personal information held by them for any player who chooses Yorkshire as their primary county of allegiance.

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 or by phoning the EBU office on 01296 317200.

The EBU will also make available to YCBA the personal information of players who are direct members of the EBU who choose Yorkshire as their primary county of allegiance.

YCBA does not have access to make changes to your record on the EBU database, so changes to it need to be made using My EBU, or through your club if they have permission to change your record, or by contacting the EBU directly.

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

This information is mainly stored in digital form on computers. We use Pianola as our data processor for this purpose. The EBU captures more personal information than YCBA needs and YCBA only stores and uses the information it needs. The EBU makes the other personal information it has for YCBA members available to YCBA but this is not stored or controlled by YCBA.

### **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 YCBA discharges its obligations under the GDPR is the YCBA Secretary.

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

Members of the YCBA Management Board and the Membership Secretary have access to members' data in order for them to carry out their legitimate tasks for YCBA.

Sub-contractors of YCBA may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

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

YCBA 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.

### **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 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 YCBA 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 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 YCBA Membership 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.

- 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 in My EBU 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 YCBA (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for your YCBA membership by contacting the YCBA 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 contact the EBU Office Manager [membership@ebu.co.uk](mailto:membership@ebu.co.uk)

YCBA collects the vast majority of its members’ data via the EBU and is therefore reliant on them for the accuracy and timeliness of that data. Members are encouraged to ensure that their details are accurately maintained with the EBU, but may additionally provide updates or requests for removal or deletion direct to Yorkshire if they wish.

## **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.

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.

**Can you download your data to use it elsewhere?**

YCBA holds limited personal data and it is not possible to download this data. However 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".