

Privacy Notice for John Beard Holidays (JBH) – (July 2018) (Registered Company)

In accordance with the General Data Protection Regulations 2018 [the GDPR], this notice gives details of how and why JBH collects, stores, and uses the personal data of clients, together with other relevant information listed below.

What personal data does JBH collect?

The data we routinely collect includes client's names, addresses, bridge club affiliations, National Bridge Organisation registration numbers. Email addresses and telephone numbers may also be collected as supplied. We collect this data from the booking form applicable to a particular holiday. It may also be collected from email or telephone communications.

For some of our clients we may have additional information such as invalidity requirements, dietary requirements, to assist in providing a comfortable stay at the relevant holiday hotel.

We collect the scores from games you play, which may be displayed on our web results pages, and also names and registration number are supplied in summary form to maintain the English Bridge Union (EBU) Master Points and Grading Scheme (unless the client has opted out).

What is this personal data used for and who is it shared with?

We use members' data for the administration of your holiday. We provide data to the holiday hotel to facilitate your hotel accommodation. We also supply the EBU with summarised data as explained above.

Basic data (names), may be used by our Web Administrator for relevant posting on our website.

When bulk circulating clients, your Email address will not be divulged publically.

We would not pass-on your personal data to organisations other than those indicated above, whether or not connected with bridge.

How is your data stored?

This information is mainly stored in digital form on company computers and in the form of written documents stored at the company's registered address. Information may be stored remotely (Dropbox cloud storage), for back-up purposes.

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 JBH discharges its obligations under the GDPR is JBH's Proprietor.

Who has access to your data?

The Proprietor has access to members' data in order to administer the holiday. He may be assisted in this administration by persons appointed by him (in particular assistant Tournament Directors and Web Administrator) for them to carry out their legitimate tasks for the company. They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

JBH collects personal data that is necessary for the purposes of its legitimate interests as a holiday company participating 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 Proprietor. 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 JBH 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 how your data is used:

- You do not need to provide us with your date of birth unless you wish to gain concessions based on age.
- You may choose not to receive information emails from JBH (we do not send any out on behalf of other organisations).
- Any of these options can be implemented for you by contacting the Proprietor.

How long do we keep your data for, and why?

We normally keep members’ data until they contact us requesting that it should no longer be held, or if we are made aware that they have died.

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 may be retained by JBH or the EBU, 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 may be required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

We would not normally retain client’s data when we are advised of their death.

Can you download your data to use it elsewhere?

To access data held by JBH contact the Proprietor.