



19 September 2008

Club Update....

Data Protection and Universal Membership via Pay to Play

Some clubs have expressed concerns about data protection and the collection of name, address, email address, telephone number and, possibly, date of birth, information for individuals and its exchange with the EBU.

The EBU consulted the Information Commissioner's Office at the beginning of its research and deliberations on universal membership.

The following applies to all members of our organisation, and will include every member of every affiliated club (a member club) after April 2010:

Once an individual is a member of an organisation and supplies that organisation with their contact details, the Data Protection Act allows them to receive information from that organisation about the activities of that organisation. This in turn is governed by our own Privacy Policy which is available on our website:

http://www.ebu.co.uk/publications/Official_Documents/EBU%20privacy%20policy.pdf

The relevant section on personal information is on pages 2 and 3 under the heading "Controlling your personal information".

You will see therefore that an individual has to opt out of receiving information if they are a member. We have provided this facility through the provision of anonymity for all those individuals who do not wish to supply us with their contact details.

The EBU is registered with the ICO for data protection purposes.

Data Protection and Clubs

Every club currently holds information about its members which is likely to include their name address and other contact details.

The following appears on the Information Commissioner's website:

Q: What do I need to do under the Data Protection Act?

If you are required to comply with the Act, you have a number of legal responsibilities:

- to notify the Information Commissioner you are processing information, **unless you are an organisation who has personal information only for:**

- staff administration (including payroll);
- advertising, marketing and public relations for your own business; or
- accounts and records (some not-for-profit organisations)

- to process the personal information in accordance with the eight principles of the Act; and

- to answer subject access requests received from individuals

Continued...

The eight principles of the Act are:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to other countries without adequate protection

If you require further clarification of the collection and exchange of data on individuals please consult the Information Commissioner's FAQs on their website which can be accessed here:

http://www.ico.gov.uk/Global/faqs/data_protection_for_organisations.aspx#fB76CADAF-01A7-4C4E-A1C1-10B75A181E51

English Bridge Union
Broadfields,
Bicester Road,
Aylesbury,
Bucks,
HP19 8AZ