

Membership Details and Data Protection

All public and private organisations are legally obliged to protect any personal information they hold. Normally, a bridge club will only hold those details of its members which it needs in order to contact them, i.e. name, address, phone number and email address, in as far as each member is willing to supply those details. These details should normally only be available to those officers of the club who need to have them, e.g. Secretary, Membership Secretary or Treasurer, as appropriate.

The new General Data Protection Regulation (GDPR) comes into effect on 25th May 2018 and we have provided [information for clubs, counties and members](#) about this, which you should refer to in addition to this simplified summary.

Since club members are automatically enrolled as members of the English Bridge Union, the club's membership application form should make this clear and refer the prospective member to the club's Privacy Policy and the [EBU's Privacy Policy](#) for more information. A [template of a club's Privacy Policy](#) is available to download and adapt.

Note that the EBU shares its information with English Bridge Education and Development (EBED), the charity with which it shares offices and systems, and it will provide the member's details to the County Bridge Association to which they will be affiliated. The Privacy Policies will give fuller information about what members can do to further limit the use of their information, for example by becoming an *anonymous* member.

Most bridge clubs are not-for-profit organisations and it is likely that they will not have to register for Data Protection with the Information Commissioner, but you are advised to check yourselves by using the [self-assessment facility](#) on the website of the [Information Commissioner's Office](#) (ICO).

Some clubs have in the past provided their members with a list of all the members' phone numbers and email addresses, usually updated annually or bi-annually. This is not covered by the *legitimate interests* of the club, so under the GDPR you would need to get *consent* from each of your members who is on the list. There is more detail about consent in a [paper on the EBU website](#).

This requirement for consent also applies to the practice some clubs follow, of listing members' contact details on the club's website as well as providing a page where members can confirm their attendance at particular bridge sessions. Since this could compromise members' home security, not only do you need the members' consent but it should only be within a members' area of the website protected with a strong password of at least seven characters consisting of a mixture of upper case and lower case letters, as well as digits and other non-alphabetic characters such as asterisks and ampersands.