



## **EBU KNOCKOUT COMPETITIONS – USE OF DATA BY THE EBU KNOCKOUT SYSTEM IN THE LIGHT OF THE GENERAL DATA PROTECTION REGULATION**

- 1 In the light of the General Data Protection Regulation which regulates the use of personal data, this document advises captains of how some personal information will be made available to opponents and potential opponents in EBU knockout competitions.
- 2 Because EBU knockout competitions are administered online, and captains log in to MyEBU to access details of their opponents, including contact details, it is necessary for a limited amount of personal information to be made available to opponents and potential opponents.
- 3 When a new competition (other than a Plate competition, but including the Silver Plate) is set up, the record for that competition in the EBU Knockout system (“the KOS”) is populated with the following information from captains’ membership records in the EBU membership database:
  - a Name
  - b Postcode
  - c Email address
  - d Telephone number(s)
  - e County of allegiance
- 4 The postcode is required because the captain’s home postcode is the default home venue for the team, and the geographical aspects of the draw are based on home venue postcodes. If a captain has notified us that his team’s home venue is somewhere other than his home address, then his home postcode will not be brought through from the membership database.
- 5 The email address is required because communications from the EBU Competitions Department relating to the competition involve automated batch emails sent to captains using the information held in the KOS. EBU Competitions staff may also need to contact captains by email on other occasions in relation to the competition. It is also required because most

captains are likely to use email as the main method of communicating with other captains.

- 6 The telephone numbers are not an absolute requirement but it is desirable for captains to have the means to contact each other by telephone, particularly for any urgent communications where an email might not be seen quickly enough.
- 7 The County is required because the regulations for some competitions restrict the extent to which teams from the same County can be drawn against each other in the early stages of the competition.
- 8 When a new Plate competition (other than the Silver Plate) is set up, exactly the same information is held in the KOS for the Plate competition, but it is derived from the information held in the KOS at that time for the parent competition, rather than directly from the membership database.
- 9 The information held in a team's record in the EBU Knockout system is only available to others as follows:
  - a to EBU Competitions staff, automatically.
  - b to captains of teams against which the team is actually drawn at any stage of the competition, also automatically (for this purpose a team may have more than one person designated as captain on the KOS, normally to provide a point of contact for opponents during a period when the nominated captain is out of contact).
  - c to captains of teams against which the team is potentially drawn. This happens, typically, when a team is playing a match either very close to or after the official play-by date, and the draw for the next round is made before the team's match in the previous round has been played. On request by the captain of the team against which the winner of the late match is drawn, contact details for both potential opponents will be provided (similarly, both teams' contact details may be provided to the captain of the team against which the loser of the late match is drawn in a repechage round or the first round of a Plate competition). This requires manual intervention by EBU Competitions staff, but the contact details provided will be limited to those held for the competition in question on the KOS at the time.
- 10 When a competition has been completed the EBU will remove contact information from the KOS for that competition.
- 11 If a captain does not wish his contact details to be available in the KOS, a number of options are available.

- a For email addresses, it is essential that there is some email address that can be used, both by the EBU and by opponents, to contact the team, but this does not have to be the captain's usual email address.
  - b A captain can nominate some other member of the team to be the contact and use his or her email address by agreement.
  - c Alternatively a captain can arrange to use a one-off email address which he does not otherwise use. Such email addresses are available free of charge via a variety of websites.
  - d For telephone numbers, it is acceptable if no telephone number appears in a team's record in the KOS, but it is strongly recommended that captains provide each opponent with a telephone number which can be used as a contact for the team, particularly for any urgent communications where an email might not be seen quickly enough.
- 12 If a captain wishes to amend the details held for him on the KOS, this can be done in one of two ways:
- a by logging in to MyEBU, selecting EBU Knockout via the Utilities tab, selecting the relevant competition, amending the information in the Contact Information box and clicking "Save".
  - b by contacting the EBU Competitions Department with a request for them to amend the information.
- 13 Amending the details held in the EBU Knockout system for one competition will not result in any change to the details held in the system for any other competition; nor will it result in any change to the details held in the EBU membership database.
- 14 Captains may wish to log into a competition once their team has been knocked out, and remove their contact information, rather than wait for the EBU to remove the information at the end of the competition.
- 15 If a captain wishes to amend the details held for him in the EBU membership database, this can be done in one of two ways:
- a by logging in to My EBU, selecting My Details via the Account tab, making the desired amendments and clicking "Save changes".
  - b by contacting the EBU headquarters with a request for them to amend the information (Competitions, membership and admin staff can all process such changes).
- 16 Amending the details held in the EBU membership database will not result in any change to the details held in the KOS for any current or previous

competition; it will affect the details provided to the KOS for any future competition.

- 17 Changes made by logging in to My EBU take effect immediately. Changes made by request to the EBU will be processed as soon as practicable, but cannot be assumed to have taken effect until acknowledged by EBU staff.
- 18 The KOS allows members to access historic information about knockout competitions in which they have played since it was introduced. This includes contact information for captains for competitions which have not yet been completed.
- 19 There are two competitions for which the procedure differs slightly.
- 20 In the case of the National Inter-Club Knockout (NICKO), contact information for captains is provided by Clubs on the entry form. It will occasionally be the case that the information provided by the Club does not match the information held on the membership database. Because the EBU is aware that some members omit to inform us when contact details change, and as a result the membership database may not be up to date in all respects, our default assumption in those circumstances that the Club's information is likely to be more up to date, so we will update the member's record on the database with the information provided by the Club unless we have a good reason to believe that the Club's information is in fact out of date. We recognise, however, that it is possible for errors to occur. If a captain logs in to the KOS and finds that his contact information there is not shown correctly, he is advised to check his details in the membership database (see paragraph 15 for how to do this) so that any errors can be identified and corrected.
- 21 Similar considerations apply in the case of the Silver Plate, where contact information provided to BGB by captains specifically for the Gold Cup is passed on to the EBU by BGB. In this case it is even more likely that in the event of discrepancies the information provided by BGB is more up to date than that held on the membership database.
- 22 The KOS is also used by other organisations (notably County Associations) to administer their knockout competitions.
- 23 If a captain wishes to log in to amend his own contact details for a competition run by an organisation other than the EBU, the procedure outlined in paragraph 12 applies. However, the EBU is not responsible for the data which appears in the KOS for any competitions but its own. In particular it is not aware of the provenance of the data. Anyone who has concerns about the accuracy of such data or as to GDPR compliance issues should therefore contact the organisation responsible for running the event.

- 24 For further information on the operation of the KOS, please see <http://www.ebu.co.uk/member-wiki/knockouts:captains> (also available by link from the KOS).
- 25 For further information on the EBU's implementation of the GDPR, please see <http://www.ebu.co.uk/gdpr> and follow the links, particularly <http://www.ebu.co.uk/gdpr/privacy-policy>.



English Bridge Union  
Broadfields, Bicester Road  
Aylesbury HP19 8AZ  
Tel: 01296 317200  
e-mail: [postmaster@ebu.co.uk](mailto:postmaster@ebu.co.uk)  
website: [www.ebu.co.uk](http://www.ebu.co.uk)