

CAMBRIDGE CONTRACT BRIDGE CLUB DATA MANAGEMENT POLICY

BACKGROUND

Cambridge Contract Bridge Club considers the protection of the privacy of its members to be of the utmost importance. This document describes how we manage and use the personal information we hold on our members.

The Privacy Act 2020 (in force from 1 December 2020) provides a framework for protecting an individual's right to privacy of personal information, including the right of an individual to access their personal information, while recognising that other rights and interests may at times also need to be taken into account; and giving effect to internationally recognised privacy obligations and standards in relation to the privacy of personal information. This includes the OECD Guidelines and the International Covenant on Civil and Political Rights.

COLLECTION AND USE OF INFORMATION

We collect personal information from you when you register as a member. This data is used for the following purposes (unless you advise us otherwise)

- For inclusion in the Cambridge Contract Bridge Club programme (printed annually and provided to club members)
- For the club to email, mail or contact directly to provide information, request information, or communicate club activities
- Provided to NZ Bridge to enable allocation of a unique NZ Bridge number and awarding of masterpoints
- As a base record in the club's data base management systems to manage results, history, subscriptions and table money.

We will NOT:

- Send communications that you do not expect to receive from us
- Disclose your personal information (unless authorised to do so) to other club members
- Sell, rent, or distribute your contact information to external parties

STORAGE, ACCESS and CORRECTION of INFORMATION

You have the right to access information held about you at any time, or for information to be corrected, but may be required to provide proof of identity to access it. You do not have to provide a reason for requesting this information and can reasonably expect that this will be actioned.

It is now a criminal offence for a business or organisation to destroy personal information knowing that a request has been made to access it.

It is illegal for others to mislead the Club, to access someone else's personal information.

CREDIT CARD DETAILS

Where we use a third party for services such as management of subscriptions and table money then arrangements will be reviewed so they are compliant.

PRIVACY BREACH

If we have a privacy breach – we have lost control of personal information and that could cause or has caused serious harm to that individual – we are required to report that to the Office of the Privacy Commissioner. They are then able to issue compliance notices and have the power to fine up to \$10,000 for non-compliance.

The Privacy Commissioner will also be able to order agencies to give people access to the personal information held on them.

INTERNATIONAL SHARING OF INFORMATION

New legislation requires us to take reasonable steps to ensure that personal information sent overseas is protected by comparable privacy standards. There is no intention for Cambridge Contract Bridge Club to share information with any overseas entity.