

# ECatsBridge, ECats Ltd & A&J Enterprises Privacy Policy

## How we use your information

Our privacy policy (last updated 15/05/2018) explains how we collect, use, share and protect your personal information. If we update this policy, we'll post any changes on our website. Our legal basis for processing of this data is as the provider of services to yourself.

## Collecting your personal information

We can get your personal information when you:

- Contact us regarding a service we may provide, whether by email, letter or telephone
- Register for a specific service (such as registering your name, address, telephone number and email with us for information about and registration for Simultaneous Pairs events, registration of Convention Cards or Commitment forms.)
- Register for a Bridge Championship, either as an official or a player where we may need to contact you for additional information (such as your convention card or commitment form)
- Subscribe to newsletters, alerts or other services from us
- Ask us for more information about a product or service, or contact us with a question or complaint
- Take part in a competition, prize draw or survey
- Purchase items from our online shop

We may also collect information about you from other organisations, if this is appropriate. These include other Bridge Federations or Bridge Zonal or World Authorities. We may also collect information about you from other companies, our business, or joint venture partners. We do not buy in mailing lists or other similar lists.

## Where does this data come from ?

It may be provided by you directly, or by another member of your Bridge Club or Organisation in order to facilitate the organisation of such events in which you may wish to participate. We do not have a specific Data Protection Officer as we are not required to do so by GDPR. Anna Gudge ([anna@ecats.co.uk](mailto:anna@ecats.co.uk)) is responsible for the administration of GDPR and can be contacted with any queries regarding this. She is responsible for reporting any data breaches and notifying the ICO and any persons affected as necessary.

## Who has access to your data:

- The Directors of ECats Ltd (Anna Gudge and Mark Newton) together with any necessary access by our accounts personnel for the administration of accountancy business.
- In the case of information provided for the use of other National, Zonal or World Bridge Organisations (specifically for the registration of systems, commitment forms etc) this data may be provided to them.

## How can you check what data we hold about you ?

Contact Anna Gudge ([anna@ecats.co.uk](mailto:anna@ecats.co.uk)) with a [Subject Access Request](#)

## The personal information we collect

The information we collect about you depends on what services you use and subscribe to. It includes (but isn't limited to) the following:

- Your name, address, phone number(s), and email address

We'll also get information on how you use our products and services, such as:

- Whether you contact us in order to enter an event that we are running
- Whether you have asked us to send you information about events or Press releases
- Whether you register your bridge system with us
- Whether we collect the Commitment forms on behalf of the World Bridge Federation or any other Bridge Organisation from you

When you enter a Simultaneous Pairs as a competitor, your name and the club in which you play together with the country in which it is located (but not its specific address) will be displayed on our website as part of the results for the event. Your entry to the event signifies consent to this as part of the competition. The data thus given will be retained as archive information on the website.

## Using your personal information

We may use and analyse your information to:

- Process the goods and services supplied to you, and keep you updated with progress on these
- Keep you informed generally about new products and services including details of forthcoming events that we are running.
- Provide the relevant service or product to you and to contact you with messages about any changes to the service to be provided
- Bill you for services provided
- Respond to any questions or concerns you may have about any aspect of the services we provide
- Contact you requesting data required by other organisations (generally, but not limited to, the World Bridge Federation or European Bridge League) needed for the organisation of Championship events. This data includes, but is not limited to Convention Cards for registration and Commitment Forms for retention.

We'll store your information for as long as we have to by law. If there's no legal requirement, we'll only store it for as long as we need it and will delete it at any time on your request.

We will not sell, distribute or lease your personal information to third Parties unless we have your permission or are required by law.

## Exceptions:

Competitors providing Convention Cards as required by the Conditions of Contest for a Championship will have these displayed on a website for the other competitors to download and after the Championship they will remain on a website designated for the purpose unless their removal is specifically requested.

Players and other officials providing Commitment forms as required by the Conditions of Contest for Championship will have these retained on our systems and these may be provided to the World Bridge Federation officials on request. These will be kept and backed up on encrypted hard drives to which only we and WBF officials have access.

## How long do we keep your data and why ?

Your data will be kept as long as we need to contact you about events or subjects such as convention cards or commitment forms.

- Bridge Club data may be superseded at any time with the insertion of a new person's details, and at that point the original data held for the previous incumbent will be deleted.
- Historical simultaneous pairs ranking lists are kept for archive purposes and names cannot be removed from them.
- Historical convention cards are also retained for archive and are displayed on a website designed for the purpose; these can be removed on request.
- WBF Commitment forms are retained indefinitely as legal documents signed by the individual concerned agreeing to the terms and conditions pertaining to WBF Championship events.

## Sharing your personal information

We do not share your information with other organisations or individuals unless you specifically request us to do so or as detailed in Exceptions above..

If we're reorganised or sold to another organisation, we may transfer any personal information we hold about you to that organisation.

## Keeping your personal information secure

We take all reasonable steps and measures to protect your personal information from unauthorised access, accidental loss, disclosure or destruction.

Communications over the internet (such as emails) aren't secure unless they've been encrypted. Your communications may go through a number of countries before being delivered – as this is the nature of the internet. We can't accept responsibility for any unauthorised access or loss of personal information that's beyond our control.

## Your privacy rights

You may contact us at any time, by email, telephone or written communication to request details of the data that we hold on you or to request that we remove the data we hold about you from our systems (with the exception of the removal of Commitment Forms provided in advance of a World Championship). Such contact will be acknowledge and the necessary action taken as soon as possible.

## Our Websites:

The use of our websites is subject to the following terms of use:

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.

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All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.

Unauthorised use of this website may give to a claim for damages and/or be a criminal offence

- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales.
- In certain parts of our website we provide facilities to download files. It is your responsibility to check and satisfy yourself that files transferred from our website are free from viruses and compatible with your own computer systems.

## Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question. We do not endorse the content of external websites nor have any responsibility for the content thereon.