

## **South African Bridge Federation (SABF) Privacy Notice**

**The Protection of Personal Information Act (POPIA), effective 1 July, gives effect to the constitutional right to privacy.**

**The SABF is committed to ensuring that your personal Information is processed appropriately, transparently and in accordance with the law.**

### **Background**

The SABF hold records of all members of our affiliated clubs throughout the country created and updated by the club administrators themselves. We also have records of past members who have retired or moved overseas, overseas friends who wish to be kept updated on our latest news, and local players who wish to be members of our federation but are not members of an affiliated club.

This information is kept on a computerized database we refer to as SABFonline and requires a valid sabf number and password for access.

### **What personal data do we collect?**

The data we routinely collect includes

Sabf number \*

First name \*

Surname \*

Home telephone number

Cell phone number

Email address

BBO user name

Skype name

However only those fields marked with an asterisk (\*) are mandatory

### **What is this personal data used for?**

The database is used as a means of communication from the federation, unions and clubs to their members but also enables players to get in contact with other players. It is also a means of ensuring that masterpoints are correctly allocated to players and that annual subs are paid.

## **Who is your data shared with?**

With your permission your telephone number and email address is available to other members on the database.

Your personal data is not provided by us for use by any other organisations.

## **Where does this data come from?**

Data for most of our members comes from their affiliated club. When you join an affiliated club for the first time you will be given a unique sabf number and the information you have given on the club record will also be recorded on our database. If you change the data in your club record, this data may be updated on the database by the club if you give it permission when you joined to make these changes. Otherwise, you can update this information yourself. Instructions on how to access the database and make changes to your personal information can be found on our website [www.sabf.co.za](http://www.sabf.co.za) under **SABFonline Guides**. Should you have difficulty in accessing the database or wish to be removed from the database you may contact us at [support@sabfonline.co.za](mailto:support@sabfonline.co.za)

## **Who is responsible for ensuring compliance with the relevant laws and regulations?**

The person who is responsible for ensuring the SABF discharges its obligations under the POPI Act is the president of the SABF. The database administrator is charged with the responsibility for maintaining a log of data breaches and notifying him of such in accordance with our legal obligations.

## **Who has access to your data?**

Should you choose not to have your personal information displayed on the database only your club and union administrator will have access to this data. Otherwise all other members of the federation have access to this basic data as do you theirs.

## **What is the legal basis for collecting this data?**

The database was created in part for the benefit of its members as it allows them easy access to information relevant to them. However it also allows clubs to channel information to its members as a group.

## **How can you check what data we have about you?**

Follow the instructions given under **SABFonline Guides** on our website.

## **Does the SABF collect any “special” data?**

No

## **How long do we keep your data for, and why?**

We keep a list of active members on our database until such time as we are requested to remove them. Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them. Similarly, archived news articles on the website will not usually be deleted.

## **General Information**

The POPI Act prohibits members of WhatsApp groups from sharing personal information of other members without permission.

Last updated 1<sup>st</sup> July 2021