

# TERMS OF USE

INFORMATION & DATA

[acbl.org/termsfuse](http://acbl.org/termsfuse)

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The purpose of this document is to provide guidance for requests for various types of information and data regarding active ACBL members. It outlines which officials have access to member information, whose member information officials can use and how that information can be used. The ACBL Privacy Policy may be viewed via the “Privacy Policy” link the bottom of the home page of the ACBL website, [acbl.org](http://acbl.org). The Policy informs members and the recipients of ACBL member information on how such information may be used. The Policy limits the extent to which information may be released. It does not give a member or a third party the right to any or all of the information described in the Policy. Management has complete discretion as to what information may be released within the Policy limits.

Those using member information in a way that violates the ACBL Privacy Policy, the Terms of Use or a Data Usage Agreement may be subject to civil lawsuit and further ACBL disciplinary action in accordance with ACBL's Code of Disciplinary Regulations.

Note: The following officials must allow publishing of their email address for ACBL-related purposes: ACBL Board of Directors, First and Second Alternates to the ACBL Board of Directors, ACBL Board of Governors, Unit Presidents, Unit Board Members, Unit Officials, District Presidents, District Board Members, and District Officials.

## Clubs

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Club Managers may receive ACBL member information, provided that such information is: limited to the respective club; used only for legitimate bridge purposes approved by the ACBL; maintained as confidential; and is not used for private, personal or commercial use. The recipients of this information may not

release it to third parties. Clubs may contact the ACBL to request their assistance in approved communication to wider audiences.

**Club Managers** may *only* contact members who have played in their respective club(s). They will be allowed to export lists for specific approved uses:

#### Approved Uses

- ❑ Announcements and promotions of ACBL-sanctioned bridge events led by the club
- ❑ Announcements and postings of results from ACBL-sanctioned bridge events on club websites
- ❑ Announcements and newsletters discussing activities of the club
- ❑ Publishing of a directory of members (only with individual member's consent)
- ❑ Birthday or similar greetings
- ❑ Partnership desk

#### Unapproved Uses

- ❑ Personal or private fundraisers, even if bridge-themed
- ❑ Personal or private business opportunities or investments, even if bridge-themed
- ❑ Personal or private programs, even if bridge-themed

## Districts and Units

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Each district/unit shall appoint a District/Unit Electronic Contact or designee appointed by the Board President who may receive ACBL member information, provided that such information is: limited to the respective district or unit; used only for legitimate bridge purposes approved by the ACBL; maintained as confidential; and is not used for private, personal or commercial use. Board Presidents may also receive this information. The recipients of this information may not release it to third parties.

Districts and units may contact the ACBL to request their assistance in approved communication to wider audiences (such as tournament emails).

**District/Unit Presidents and Electronic Contacts (or other appointed designees)** may *only* contact members in their respective districts and units. They will be allowed to export lists for specific approved uses:

#### Approved Uses

- ❑ Announcements and promotions of ACBL-sanctioned bridge events led by the district/unit
- ❑ Announcements and postings of results from ACBL-sanctioned bridge events on district/unit websites
- ❑ Announcements and newsletters discussing activities of the district/unit
- ❑ Publishing of a directory of members (only with individual member's consent) *Note: District and unit officials must allow publishing of contact information for ACBL-related purposes.*
- ❑ Birthday or similar greetings
- ❑ Partnership desk

#### Unapproved Uses

- ❑ Personal or private fundraisers, even if bridge-themed
- ❑ Personal or private business opportunities or investments, even if bridge-themed
- ❑ Personal or private programs, even if bridge-themed

## Board of Directors

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Members of the ACBL Board of Directors may receive ACBL member information, provided that such information is: limited to the respective district; used only for legitimate bridge purposes approved by the ACBL; maintained as confidential; and is not used for private, personal or commercial use.

The ACBL Board of Directors members may not release this information to unrelated third parties.

**The Board of Directors** may *only* contact members in their respective districts/regions. They will be allowed to export lists for specific approved uses:

#### Approved Uses

- ❑ Announcements and promotions of ACBL-sanctioned bridge events in their District.
- ❑ Announcements and newsletters discussing activities in their District.

- ❑ Publishing of a directory of members (only with individual member's consent) *Note: Members of the ACBL Board of Directors must allow publishing of contact information for ACBL-related purposes.*
- ❑ Birthday or similar greetings
- ❑ Partnership desk

#### Unapproved Uses

- ❑ Personal or private fundraisers, even if bridge-themed
- ❑ Personal or private business opportunities or investments, even if bridge-themed
- ❑ Personal or private programs, even if bridge-themed

## National Bridge Organizations (CBF, USBF, FMB)

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National Bridge Organizations (NBO) may receive this information, provided that such information is limited to NBO members; used only for NBO bridge purposes approved by the ACBL; maintained as confidential; and is not used for private, personal or commercial use.

The Canadian Bridge Federation, United States Bridge Federation and Federacion Mexicana de Bridge shall each designate one person who may receive this information. The recipient of this information shall not release this information to third parties.

**NBOs** may *only* contact members in their respective country. They will be allowed to export or request lists for specific approved uses:

#### Approved Uses

- ❑ Announcements and promotions of ACBL-sanctioned bridge events led by the CBF, USBF, or FMB.
- ❑ Announcements and postings of results from ACBL-sanctioned bridge events led by the CBF, USBF, or FMB.

#### Unapproved Uses

- ❑ Personal or private fundraisers, even if bridge-themed
- ❑ Personal or private business opportunities or investments, even if bridge-themed
- ❑ Personal or private programs, even if bridge-themed

# Tournament Directors and ACBL Employees

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Tournament directors and ACBL Employees may receive member contact information provided that such information is: limited to the use intended; used only for legitimate bridge purposes related to their employment at the ACBL; maintained as confidential; and is not used for private, personal or commercial use.

The recipients of this information may not release this information to third parties unrelated to the entity receiving the information.

## Teachers

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Accredited teachers (recognized by the ACBL) may receive ACBL member information provided that such information is: limited to the use intended; used only for legitimate bridge purposes approved by the ACBL; maintained as confidential; and is not used for private, personal or commercial use beyond the scope of bridge education. The recipients of this information may not release this information to third parties. Accredited teachers may contact the ACBL to request their assistance in approved communication to wider audiences.

**Accredited Teachers** may *only* contact members in their unit. They will be allowed to export lists for specific approved uses:

### Approved Uses

- Announcements and newsletters related to teaching the game of bridge and Membership in the ACBL.

### Unapproved Uses

- Personal or private fundraisers, even if bridge-themed
- Personal or private business opportunities or investments, even if bridge-themed
- Personal or private programs, even if bridge-themed

# Board of Governors

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Members of the ACBL Board of Governors are not able to receive ACBL member information without explicit, written permission from a District President. Such information must be limited to the respective district; used only for legitimate bridge purposes approved by the ACBL; maintained as confidential; and not used for private, personal or commercial use.

The ACBL Board of Governors members may not release this information to unrelated third parties.

**The Board of Governors** may *only* contact members in their respective districts. They will be allowed to receive lists for specific approved uses:

## Approved Uses

- Announcements and newsletters discussing activities in their District.
- *Note: Members of the ACBL Board of Governors must allow publishing of contact information for ACBL-related purposes.*

## Unapproved Uses

- Personal or private fundraisers, even if bridge-themed
- Personal or private business opportunities or investments, even if bridge-themed
- Personal or private programs, even if bridge-themed

# Other Entities and Persons

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The ACBL may distribute the "Score Import File" (which includes member names, address, email address, year to date points, date dues paid through, unit, last activity date, gender, district member number, rank, title, total points and eligibility points) to other entities or persons for specific uses beyond general organization operations. In such circumstances, approval from the ACBL Executive Director and a written data usage agreement must be obtained. The data usage agreement between the receiver of information and the ACBL will provide that the use of the information is clearly stated; the information shall be used for purposes which are consistent with the goals and objectives of the ACBL; the information shall remain confidential using adequate methods for maintenance of such confidentiality; and the information shall not be used for

personal or commercial purposes. The ACBL does not share membership information with outside entities for profit.