

## **GDPR – Privacy Policy**

Opportunities in Retirement Ayr (OiR Ayr) is committed to protecting and respecting your privacy, and this policy sets out why we collect personal information, how we use it, how we keep it secure and the conditions under which we may disclose it to others.

From time to time we may change this Policy and this page will be amended accordingly.

Any questions regarding this Policy and our privacy practices should be sent by email or by writing to

OiR Ayr,  
61 Main Street,  
AYR  
KA8 8BU  
South Ayrshire  
Telephone: 01292 260086

(Office hours: Tuesday, Wednesday & Thursday 10am until 2pm)

Email: [office@oirayr.org.uk](mailto:office@oirayr.org.uk)

“Opportunities in Retirement Ayr”, is a Registered Charity No. SC005639. Our aim is to provide opportunities for any person over 50 years of age to become a member and advance their education, improve their health, and enjoy increased recreational opportunities.

**The information which we hold** is that which you supply on your application form. We collect your name, address, telephone, and email address if you have one.

**We use your information** to manage your membership and to send you communications, such as details of talks and events.

**We review our retention periods** for personal information every two years. We are legally required to hold some types of information to fulfil our statutory obligations (for example the collection of Gift Aid requires we retain your signed agreement for six years). We will not sell or rent your information to third parties.

**We will not share** your information with third parties for marketing purpose.

**Should you wish us to erase your contact details**, just let us know. However, unless otherwise asked, we do retain this information for statistical purposes, even if membership ceases, as it is valuable for us to know how many past members rejoin OiR Ayr, and the date of their previous membership.

**Security:** We take precautions to protect the loss, misuse or alteration of your information.

**When you give us** personal information, it is stored on a database on a computer which is password-protected, and additional hardcopies are kept in a safe location.

**Our website** may contain links to other websites run by other organisations.

**The accuracy of our information** is important to us. If you change email address, or any other contact details, please let us know.

**You have the right** to ask for a copy of the information OiR Ayr holds about you, without cost.

## **Review of this Policy**

This policy is kept under regular review. This Policy was last updated in September 2023.