

# Privacy Notice (PUBS-001)

## 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at <https://www.ria.ie/privacy-and-data-protection>

We use Shopify to power our online store (you can read more about how Shopify uses your Personal Information here: <https://www.shopify.com/legal/privacy>). When a user purchases a product or makes a payment via Shopify we record user information in the form of an order. The Royal Irish Academy is the Controller of the personal data you (data subject) provide us. For each successful order of a print publication or stationery, the following personal information is recorded:

- forename
- surname
- billing address
- shipping address
- e-mail
- the last four digits of your credit card

If you purchase a digital item, the following personal information is recorded:

- e-mail
- billing address
- the last four digits of your credit card

## 2. Why we need it

We use the order information that we collect generally to fulfill any orders placed through the site, including processing your payment information; arranging for shipping; and providing you with invoices and/or order confirmations. Additionally, we use this order information to:

- communicate with you;
- screen our orders for potential risk or fraud;
- when in line with the preferences you have shared with us, provide you with information or advertising relating to our products or services.

## 3. What we do with it

Your personal data is processed in The Royal Irish Academy located in Ireland. Hosting and storage of your data takes place in Shopify servers in the United States and Canada.

Publications orders are processed by the Publications department. More information can be found in the Publications transparency statement on the Academy's [Privacy and Data Protection page](#).

Shopify does not record any payment card details unless you sign up to use their apps (like Shop) or if you use Shop Pay to store your personal information for easy checkout across Shopify-powered stores (more information can be found on the [Shopify App Information page](#)).

#### **4. How long we keep it**

The website stores order information for a period of 12 months. After this period, your personal data will be securely deleted. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

When an order is being processed, an invoice is raised in our accounting system. The order number and customer name appear in the description field. No other details are recorded in the system. Invoices are retained for 7 years for revenue purposes. A hard copy of the original order is kept for 7 years, to comply with financial regulations, and securely shredded thereafter.

#### **5. What are your rights?**

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the right to request to see this information, rectify it or have it deleted. You have also the right to know what of your personal data we are processing (right of access). For any inquiry on your data, please contact us via email at [dataprotection@ria.ie](mailto:dataprotection@ria.ie) and reference Privacy Notice PUBS-001.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer at [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or in writing at Academy House, 19 Dawson Street, Dublin 2, D02 HH58, Ireland. Our DPO will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland and file a complaint with them.