

## Privacy Notice (POL-010)

### 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>

The Royal Irish Academy is the Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you:

- Email Address
- First and last name
- A letter explaining your suitability
- A short curriculum vitae
- A list of your most important publications

### Why we need it

We need your personal data in order to provide you with the following services:

- Application form – we need this information to assess your application and to provide to the organising body we are nominating to.
- Name and email address – we need this information to contact you for follow up communications and for any clarifications on your submission.

### 2. 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 Office 365, Admincontrol, AWS, and on Academy file servers which are in the EEA.

Your data will be accessed by the Policy and International Relations Unit and shared securely with the Policy Oversight Group - the unit tasked with advising upon the initiation and implementation of all of the Academy's policy and international activities and responsible for overseeing a standardised quality process for all outputs. Chaired by the Academy's Secretary of Policy and International Relations, the six members of this group are all elected Members of the Royal Irish Academy and come from a variety of disciplinary backgrounds in several institutions across the island of Ireland - both north and south of the border. On occasions, the Policy Oversight Group may also consult additional experts to inform their assessments and evaluations.

If approved by the Policy Oversight Group, your data will then be shared with the appropriate external body to which the Academy is making your nomination to.

No other third-party providers have access to your data, unless specifically required by law.

### 3. How long we keep it

We will retain your data for a period of 18 months. After this period, your personal data will be irreversibly destroyed. 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.

### 4. 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 POL-010.

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.

