

Privacy Notice (YA-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>

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

- Name and surname
- Email address
- Application Form

2. Why we need it

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

- Name and surname – we need this information to identify your application and for follow up communications.
- Email address – we need this information to contact you for follow up communications and for any clarifications on your application.
- Application form – to assess your application for membership of the Young Academy.

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

Your data will be accessed by the Policy Department and shared securely with the approximately 9 members of the Young Academy Selection Committee - individuals from outside the Academy.

Your application will be assessed by the Committee.

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

4. How long we keep it

The information supplied from successful applicants for the Young Academy will be retained for 12 months. All other data from applicants will be retained for a period of 6 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.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us via email at dataprotection@ria.ie and reference policy no. 002.

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 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.