



Please complete this form and consent to the collection of your data for record and communication purposes. If you are already in possession of a valid ALCID card you do not need to register separately with the Library. An annual fee of €25 is payable.

What happens to my data when I register as a Library Reader?

1. Your contact details are entered on a secure, passworded Library database for records' management and audit purposes. The database is only accessible to key Library staff. Readers' data are normally retained for long periods as readers tend to use the Library over extended periods of time.
2. Registration forms are retained for 3 years for audit purposes and securely destroyed thereafter.
3. Your details are not shared with third parties or used for other purposes. **If you wish to sign up to our Library Events mailing list or to receive occasional updates re the Library service, please see the reverse of this form.**
4. You may alter your contact details or unsubscribe as a Reader at any time. You may also request that your data be deleted. Please contact the Library (library@ria.ie or phone 01-6090601).
5. To find out the details that the Library holds on you or to lodge a complaint, please contact the Data Protection Officer, Siobhán Fitzpatrick in the first instance – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square, Dublin D02 RD28.

If you consent to the collection of your data per the above, please tick this box.

Please use block capitals:

Forename: Surname:

Home Address:

Contact Address (if different to above):

Email: Phone (optional):

Please specify which type of materials you wish to access:

Declaration: *I agree to be bound by the Regulations of the Library.*

Signed: Date:

PLEASE SEE OVERLEAF.

FOR OFFICE USE ONLY: ID supplied: Letter of Introduction: Other:

Application approved by: Date:

Registered on database: Fee paid: RT no.: Collect / Post

Royal Irish Academy

Library Events Mailing List & Updates re the Library Service

The Library maintains a mailing list of names and contact details of people who have expressed an interest in attending lecture series, exhibitions and other events organised by the Library. To join this mailing list or to receive occasional communications re the Library Service, please complete this form. But first, please take the time to read this data protection information:

What happens to my data after I hand in this form?

Your data will be input to a secure contacts database (Salesforce), managed by the Academy. Only authorised Library staff may access your details for the purposes of communicating with you or to alter or securely delete your data as instructed by you. Occasionally, short-term access will be granted to IT administrators or external developers for database maintenance or upgrade purposes. Your data will not be shared with third parties or used for other purposes. Back-up data is held in the cloud within the EU and in compliance with the EU General Data Protection Regulation (GDPR). You may contact the Library at any stage to alter your contact details or to unsubscribe. Your data will be retained for 3 years after which we shall contact you to renew your consent and update your details as necessary.

I have read and consent to the processing of my data as outlined above,

Signature:

Name (block capitals):

Email:

If you have any queries or wish to lodge a complaint, please contact the Data Protection Officer, Siobhán Fitzpatrick, in the first instance – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin 2, D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square, Dublin 2, D02 RD28.

