

What happens when you make a financial donation to the Library?

Introduction:

This document outlines how we manage donations to Library funds, the data we collect and retain and the protections in place in relation to your personal data.

Many of our supporters contribute towards Library activities or fundraisers. This can happen in the following ways:

1. You may make a donation via our Donations Box in the Reading Room. Typically funds donated in this way are anonymous and do not require data protection measures. These funds are used to pay for expenditure on exhibitions e.g. printing leaflets etc.
2. Readers, visitors or visiting group leaders donate funding from time to time. These funds are generally allocated to a special fund which facilitates one-off purchases, Library publications, conferences or small projects. See below for data protection measures in place.
3. Periodically, the Library runs online funding drives, e.g. towards the conservation of collections or especial purchases or activities. See below for data protection measures in place.
4. The Library also applies for grants from external funding bodies. Generally, this type of funding is focussed on projects, e.g. the major cataloguing/conservation/digitisation project funded by Atlantic Philanthropies (2002-10) — ‘International Access to Academy Library Holdings’ or, an EU-HEA/PRTL project which enabled the digitisation and creation of the Doegen linguistic records — www.doegen.ie External funding normally requires reporting at regular specific intervals and personal data are generally limited to the details of staff employed for the duration of a project. These data are separately covered by our HR data protection transparency statement.

When you donate funding in cash or by other means, the Librarian will acknowledge your donation and indicate how it will be spent. Donations in excess of €100 are logged on a Grants & Donations spreadsheet, along with your contact details, date funding received, details of the funding allocation and other administrative data which are recorded to ensure that your donation is tracked and is accessible for audit purposes. Monies are lodged via our Accounts Dept. to a Library funding allocation and are entered on a secure Accounts system which is accessible only to designated Accounts staff.

What else happens to my data?

The Grants & Donations spreadsheet is retained indefinitely for record and archival purposes on a secure folder accessible to designated staff only. With your permission your contact details are retained for as long as the funding drive or the project connected with it are open. This is to enable us to communicate progress reports to you. Data are minimised over time, e.g. your email or other addresses are securely deleted on completion of the project. However, you may request deletion or alteration of your data at any time.

Letters or emails of acknowledgement are retained on a secure folder, accessible to designated personnel only and held for two years for audit purposes, after which they are securely deleted.

Funding receipts are retained by Accounts for 6 years +1 for accounting and audit compliance.

Your name will be recorded in the Academy's *Annual Review* unless you wish to remain anonymous; anonymous donations are described as such. The names of major donors or funding agencies are, with their permission, recorded on a wall in the Academy. Funding amounts are only published in exceptional circumstances, or in relation to grants.

Credit card details are not retained by the Academy and are held by our secure payments contractors (Global Payments) only for the duration of the payment process.

PPS numbers are only collected in the case of funding given under the Charitable Donation Scheme and in these cases PPS numbers are retained securely for the duration of the funding and claiming tax relief. Likewise, the PPS numbers of donors who complete a 5-year enduring certificate must be retained for the duration. The annual returns relating to sums garnered under the Charitable Donation Scheme include the names, addresses, contribution amount and PPS numbers of all eligible donors.

The Academy will never aggregate funding from an individual or organisation in order to claim tax relief. PPS numbers are never entered on donor databases but are retained securely by the Accounts Department.

Direct debit donors are given the opportunity to opt out of having their donation recorded.

If you donate via the Academy website, your data are retained with your permission on a secure spreadsheet generated from the site. Details of funding destined for the Library are separated out and sent to the Librarian. These are then held for the duration of the funding drive to enable personalised acknowledgments and progress reports to be sent to donors. With your permission donations over €100 are transferred to the Grants & Donations spreadsheet for the archival record.

General Data Protection Regulation (GDPR; EU 2016/679) information:

The Academy is the data controller of your data.

Siobhán Fitzpatrick is the Data Protection Officer, contactable at dataprotection@ria.ie or phone 353-1-6090619

We shall collect, retain and secure your data and it will not be shared with third parties, except for statutory purposes, e.g. Revenue and audit.

We shall retain your data only for as long as it is relevant and it will then be securely deleted.

We respect your right not to consent to your name and other data being recorded after the initial retention period for audit purposes.

You have the right to

- request a copy of your personal data
- have incorrect data rectified
- have data updated or deleted
- exercise the right to be forgotten

Please contact the Data Protection Officer for further information, to make a complaint or to exercise your rights in relation to your data.

Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Street, Dublin 2, D02 RD28

Librarian, 2019