

Privacy Notice ADM-013

Royal Irish Academy Gold Medals

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:

- Name
- Email address
- Postal address
- Candidate's CV

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 submission.
- Email address and postal address – we need this information to correspond with you in relation to this nomination.
- Candidate CV – we need this information to share with the award committee for peer-review and competitive assessment for this award.
- For internal and external reporting purposes (our funding body and award sponsors). All personal data are anonymised for these reporting purposes.

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 personnel in the Programmes and Engagement and Communication Departments of the Royal Irish Academy and shared securely with the members of the award committee and, in the event that your nomination is shortlisted, with external assessors from outside of the Academy.

Your nomination will be shared with the award committee for peer-review and competitive assessment against the advertised criteria for this award. The award committee will shortlist up to three candidates and invite appropriate international external assessors to provide an assessment of them for consideration in their deliberations. The award recipients' details will feature in the citation read out at the award ceremony and in publicity in all forms of media (including print, broadcast, online and social media) around the award ceremony.

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

4. How long we keep it

We will retain your data for a period of 2 years. After this period, your personal data will be irreversibly destroyed. Select data limited to name, institutional affiliation, disciplinary context of the proposer and seconder, along with a description of a Gold Medals winner's career, may be retained indefinitely for archival and research purposes.

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 and reference Privacy Notice ADM-013.

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.