

Foclóir Stairiúil na Gaeilge (FNG)

Data Protection and Document Retention Policies and Procedures

The project holds the following types of materials:

Record Type	Description	Storage	Retention Period
Bibliographical Databases	Access databases, i.e. lists of books, periodicals, newspapers and word collections which are source material for the dictionary.	Stored on FNG section of Academy server. Accessed by designated FNG staff members. For backup information see IT transparency statement.	Held indefinitely for record purposes, dictionary updates etc.
Copyright permissions	Letters (or email print-outs) from copyright holders regarding the use of their material by the FNG project.	Held securely in hard copy in FNG office.	Retained indefinitely for authentication of permissions and potential follow-on permissions.
CVs	Unsolicited Curricula Vitae received from people requesting placements or work opportunities with FNG.	We do not retain these CVs.	Disposed of securely.
Dictionary Slips	Paper slips recording examples of words and their usage in written sources with references to source.	Filed in alphabetical order in locked cabinets in the FNG office.	Held indefinitely. May be discarded on publication of text or digitisation of source.
Enquiries	Letters or emails enquiring about the origins of a word or its usage.	Held on Editor's email system.	Securely destroyed upon completion of enquiry.
Mailing Lists	Names, institutional affiliations and contact details of individuals signed up to guest lists for event invitations.	Passworded database on Academy server with designated FNG staff access.	Three years or earlier if contact wishes to unsubscribe. Data are minimised where possible.
Minute Books	Hard copy Minutes of Management and Editorial Committee meetings.	Stored with Administration Unit.	Archived to Academy Library for institutional record and future research purposes.
Photos	Digital images from launches etc. These are only collected with prior permission from individuals photographed.	Initially on FNG section of server.	Transferred to the Library for minimisation, secure storage and archiving. Photographs are catalogued and only re-used for web or online publication purposes within copyright and Data Protection limitations.

Word Collections	Photocopies of manuscript dialectical word collections with multiple copyright owners.	Shelved in Donegal office.	Indefinitely for dictionary compilation purposes.
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Procedures:

Guest lists for event invitations

In accordance with the General Data Protection Regulation (GDPR) (EU 2016/679), details of those who have given explicit consent to their data being held are recorded on this list i.e. Name, Institute and email address. Prior to consenting, those who sign up are provided with clear information about the database, the purpose of collection of their data and how it will be used, stored and for how long it will be retained. Their Data Protection rights are cited. Every mailing will carry an unsubscribe option.

CVs

Unsolicited CVs are not retained. They are disposed of securely.

Photographs

Invitations to events will include a line informing attendees that photos may be taken and used in future promotions. Invitees will be asked to consent to their use using a tick box. A Transparency Statement relating to the collection, use and retention of photographs is accessible here. Records of consent will be retained for the duration of retention of the images. Those who do not wish to be in photos should also indicate this to the photographer at the event.

Déirdre D'Auria, FNG, 20/02/2020