

# **Policy and International Relations Data Protection Policy,**

## **Procedures and Guidelines**

The Policy and International Relations Unit is focused on strengthening the contribution and influence of scholarly knowledge and academic research in public discussion and the making of public policy.

The purpose of the unit is to:

- Facilitate greater engagement between researchers, policy-makers and the public.
- Debate and discuss matters of interest to the sciences, humanities and social sciences.
- Engage in policy activities on matters that affect the practice of scholarship and research.
- Advocate for and represent the views of the sciences, humanities and social sciences to policy-makers and other stakeholders.

The Unit reports to the Policy Oversight Group which is tasked with advising upon the initiation and implementation of all the Academy's policy activities. It works alongside the Academic Board in identifying strategic issues to be pursued, and monitors the impact of these initiatives. It is also responsible for overseeing a standardised quality assurance process for all the Academy's policy outputs. The Policy and International Relations Unit at the Royal Irish Academy needs to collect and use personal data for a variety of purposes about its members, staff and other individuals who may come in contact with the Academy. The Unit is committed to ensuring that it remains compliant with GDPR legislation. This Policy and Procedures document is a living document which will be updated and reviewed as necessary.

**This document should be read in conjunction with the Royal Irish Academy GDPR compliance documents.**

### **Data Collection**

The Unit strives to collect only data which are relevant and strictly necessary. Careful consideration is given to data requests to ensure that the data collected are not excessive.

The unit is committed to retaining minimal personal data at all times. The unit will only use the personal data held for pre-agreed purposes.

All personal data are saved to a secure server file which is only accessible to staff working in the unit.

Personal data received by email are saved to the secure server and removed from email as quickly as possible.

Personal data are only held for as long as the project or event that it was collected for remains live. If this time period extends beyond 24 months permission to continue to retain the data will be sought.

The unit produces meeting minutes which are the official record of the unit's work and are held indefinitely for archival purposes.

**The unit collects personal data in relation to very specific work activities. These are further outlined here:**

**Surveys**

In order to research topics of interest, the Unit occasionally conducts surveys.

- Surveys are uploaded to Jotforms (using an account which saves information on an EU server).
- Respondents always have an option to respond anonymously. It is never compulsory to give any personal data.
- Respondents who do give personal data are informed of the purposes for which it will be used. This is generally to inform them of further developments in the project and to issue survey results to them.
- All of the data supplied in feedback forms are stored in anonymised, statistical formats only with limited personnel access. Original forms are deleted upon transfer to our system. Copies on our servers are retained for two years for accountability and audit purposes. The Academy Jotform Transparency statement can be viewed here:

[https://www.ria.ie/sites/default/files/jotform\\_transparency\\_statement.pdf](https://www.ria.ie/sites/default/files/jotform_transparency_statement.pdf)

**Consultations**

In order to prepare a response to a government consultation, the Unit regularly asks Academy members and stakeholders to share their views or experiences on specific topics. The information shared is then used to inform submissions, reports and other documents authored by the Unit. All views and information are used anonymously and the confidentiality of their author/sharer is protected.

All documents published by the unit must first be approved by the Policy Oversight Group who ensure that it does not contain confidentiality breaches and is a fair reflection of the views submitted.

Please note:

- The information shared may be used to inform any submissions on a given topic or other similar consultations to which the unit is asked to respond, within five years of receipt of the original submission. Following this it is deleted permanently.

- The information shared is used anonymously and stored on a secure server, accessible only by Unit staff who may share it with the Policy Oversight Group if necessary.
- Unit staff may seek to discuss the content of the submission in order to collect further details or clarification. The respondent may cease this further engagement at any time and retains the right to request that the information be deleted or amended.

The Policy and International Relations Unit is highly appreciative of the expertise and knowledge shared with us by stakeholders, Academy members and members of the public and is committed to ensuring this information is used in a fair, accurate and confidential manner.

### **Expense Claims**

The P+IR unit processes expense claims for our delegates, usually related to international travel.

- Expense claims are stored securely and shared only with the Accounts unit of the Academy.
- Information related to the claims is then stored until the claim is processed successfully by the Accounts unit, after which the data are securely deleted by the Policy Unit.

### **CVs and Bios**

The P+IR unit regularly issues calls for experts for nomination to international working groups. The Unit requests that these nominees supply a CV and a biography in support of their nomination.

- These documents are stored on a secure drive and are accessible only to unit staff.
- The documents are only used for their stated purpose: for assessment and potential nomination to the international group.
- The documents are shared with the Policy Oversight Group via Filecloud, a GDPR-compliant cloud storage company, to allow the Group to assess the nominations. The Filecloud sharing platform is set to allow 'view only' in this instance. A specified amount of time is given for viewing, after which the documents are automatically deleted from the platform.
- If the nomination is approved by the Policy Oversight Group, the documents are then shared with the assessors of the international group for download via a secure method.
- Once the results of the assessment for the panel are issued, the documents are deleted.

For specific questions related to the personal data held by the unit please contact [policy@ria.ie](mailto:policy@ria.ie).

Your data protection rights: You may request a copy of your personal data; or, to have your data updated or to have incorrect data rectified. You may ask to have your data erased or for the cessation of unfair processing.

The Academy's Data Protection Officer, Siobhán Fitzpatrick, may be contacted at [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or 016090619.

If required, please note that contact details for the national Data Protection Commissioner are:

Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02 RD28  
Ireland