

## RIA Library Readers' Sign-in Register: Data Protection Transparency Statement

### Readers' Sign-in Register: procedure

For over a century the Library has maintained a Reader's Sign-in Register. All categories of readers should sign in on a daily basis. The purposes of the Register are: To record the names of those using the Library during any given day, to record Library use during the calendar year, to act as a backup in security situations and to act as an historical record of Library users.

**We ask you to not enter your address or email contact details on this register.**

### What happens to your data?

At month-end, the number of readers are recorded by category on a secure spreadsheet for statistics purposes, input to the Library's Annual Report and used for management information. Completed Registers are securely archived and retained indefinitely for future archival research or exhibition purposes (after 50 years).

Readers need to be aware that your name constitutes personal data. By signing in you consent to the use of your data for the purposes outlined above. You have the right to withdraw consent, to request a copy of data held on you, to request cessation of unfair processing or deletion of your data. We shall endeavour to comply with requests insofar as these are practicable. The Academy is the data controller of your data. Requests may be made to the Data Protection Officer, Siobhán Fitzpatrick, [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or phone 00-353-1-6090619. Appeals may be made to the Data Protection Commissioner's Office, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.

Librarian

Revised July 2019

The Academy is subject to the Data Protection Acts 1988-2003 and 2018 and the General Data Protection Regulation (GDPR; EU 2016/679).