

# Privacy Notice RIA Events

Last updated: June 18, 2024

## 1. Who we are

The Royal Irish Academy (RIA) is an independent, all-island learned society established under Charter in 1785. It has approximately 680 [Members](#), chosen for their distinguished contributions to scholarship and research in the sciences, humanities, social sciences and public service. Membership is by election and considered the highest academic honour in Ireland. This privacy notice applies to the processing of your personal data by RIA as a Data Controller. Inquiries regarding this Privacy notice and data subject rights can be made via email to: [dataprotection@ria.ie](mailto:dataprotection@ria.ie)

## 2. Scope of this Privacy Notice

This Privacy Notice aims to inform RIA event visitors, attendees, speakers, partners, customers and other stakeholders, about how we process personal data. We are committed to processing personal data responsibly, securely and proportionally. The RIA may change this policy from time to time by updating this webpage. You should check this website regularly to ensure that you are aware of any changes. A last updated date will be included at the top of the page.

## 3. How we collect your personal data

The RIA is the Controller of the personal data you (the data subject) provide to us. We collect personal data directly from individuals in a variety of ways, including, but not limited to, the following:

- when you are a speaker, participant or panel member at an RIA event
- when you attend an RIA event, including free and paid event(s)
- when you book a place or purchase a ticket to an RIA event using our online provider Ticket Tailor
- when you login and register for an RIA event on Ticket Tailor
- when you interact with and/or provide comments/ask questions at an RIA event, including online RIA events
- when you provide payment details for paid RIA events
- when you contact the RIA to book an event or venue room at the RIA, or where you submit a query regarding an RIA event or venue room
- when you subscribe to RIA newsletters and/or marketing materials
- when the RIA is establishing a business relationship with you
- when the RIA is providing services to you pursuant to a contract
- when you contact or interact with the RIA via social media, online platforms or direct messaging platforms
- when you complete a contact form on the RIA website
- when you volunteer your personal data, including survey responses relating to an RIA event
- when we correspond with you via email, phone or other medium

- when you submit your food preferences and/or allergy, intolerances or medical conditions relating to certain foods
- when you submit your accessibility requirements regarding access to physical locations or certain media / software
- when you have opted-in to receive notifications from the RIA relating to events that may be of interest to you
- when you have consented to the RIA taking your photographs and/or image and voice via audio or videography recording
- when you visit the RIA premises
- the RIA also collects personal data on security systems and cameras at an event you attend including when you enter or leave the environs, your image, audio, behaviour and movements are captured on CCTV

The RIA obtains personal data indirectly about individuals from a variety of sources including but not limited to the following:

- public and open data sources such as public registers, news articles and internet searches, social media or professional networking sites, HEI, University, partner and collaborator websites –for example, to identify speakers, panel members and interested parties
- trusted third party providers – for example, Ticket Tailor
- contracted security companies providing services to the RIA
- contracted food providers providing services to the RIA
- contracted event organisers providing services to the RIA

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 types of Personal data we collect include:**

We collect the following types of personal data about individuals including:

- contact details: first and last names; contact phone/mobile number; personal/work email addresses; postal address; Eircode; Organisational membership/affiliation
- demographic data: adult; child; child Parent/Guardian; Male/Female; Age; Country; purpose of visit – for example, work, personal; member of group; number of persons in group
- where you provide your name and contact details on baggage/luggage or equipment tags
- data inferred, derived and/or observed through your affiliation to groups, organisations, clubs or workplaces where you use promotion codes for bookings

We collect the following Special category personal data about individuals including:

- health data: disability details and any required reasonable accommodations; dietary restrictions/requirements (certain events only), including food and airborne allergies as applicable; next of kin and or emergency contacts where consent has been provided
- health data inferred, derived and/or observed from the information you provide
- expense forms submitted for re-imburement

- financial data: bank account details, payment details, credit card details, payment default etc.
- where you volunteer information relating to religious beliefs or philosophical beliefs
- behaviour or activity that falls outside our code of conduct during your visit to RIA and/or RIA event(s)
- device information when you log on to our Wi-Fi network – for example, IP address, MAC address at RIA

#### **4. The lawful basis for processing your personal data**

The RIA processes your personal data on the following bases:

- Consent – when you provide us with your personal data directly, for example when you book an event with us
- Contract – when processing is necessary for the performance of a contract with you
- Legal obligations – if necessary, we will process your personal data to comply with legal obligations to which we are subject
- Public interest – we will process your personal data in the performance of a task carried out in the public interest or as applicable in the official authority vested in the RIA as Controller

The RIA processes your special category personal data on the following bases:

- Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or other not-for-profit organisation with a philosophical aim for processing relating solely to the members, former members of the RIA or to persons who have regular contact with the RIA in connection with its purposes
- Such personal data are not disclosed outside that body without the consent of the data subjects
- Processing relates to personal data which are manifestly made public by the data subject
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes
- Processing is necessary for the establishment, exercise or defence of legal claims

#### **5. Why we need it**

We need your personal data to provide you with the following services:

- Name and surname – we need this information to verify your ticket order on arrival at the event
- Email address – we need this information to contact you with any event updates and to send reminders and follow up communications

- So the RIA can measure and determine the extent, success and performance of its publications, knowledge dissemination activities, community initiatives, committees, research programmes, library and events
- Internal record keeping and attendance logs
- Processing requests or queries, including online requests or queries, to respond to communications from individuals, and requests for information about RIA events
- Dietary Requirements – to ensure we can accommodate your preferences for certain catered events, and to provide safe alternatives for persons with allergies, intolerances or medical conditions affected by certain foods
- To provide reasonable accommodations to those requiring same at RIA events
- Financial information, including bank account details, payment details, credit card details, and payment default to process payments for events
- To allow attendees to access online information and services and/or interact virtually and online and post on social media via our Wi-Fi
- Where you volunteer information relating to religious beliefs or philosophical beliefs to ensure balanced discourse at RIA events To monitor behaviours and activities that falls outside our code of conduct during your visit to RIA and/or RIA event(s) to prevent bullying, harassment or other unacceptable conduct as detailed in the RIA code of conduct relating to attendees, visitors, speakers, panel members, RIA staff, partners, customers and other stakeholders

## **6. How we secure your personal data when we process it**

The RIA uses Ticket Tailor and Microsoft Office 365 to process, host and store RIA event data all of which are located in the European Economic Area (EEA). The RIA has agreements and safeguards in place to protect your personal data at all times. In addition, the RIA also processes event data on its file servers. Our servers, stored onsite at RIA, have security controls, including access logs and audit trails, user authentication, password protection, automatic screen savers firewall.

In addition, access to personal data is limited only to those who need access to it, including the Programmes and Engagement Department and event organisers within the RIA.

Additional security measures include:

- anti-virus, anti-malware software, which is regularly updated
- regular software and Operating System updates
- regular Back-up
- an incident response plan
- secure equipment disposal and secure manual data disposal – for example, shredding
- on-site physical security alarms, locked rooms, building entry and exit access controls, CCTV, and Security patrols
- restricted access areas
- limiting the use of portable devices such as USB keys, smartphones, PDAs, laptops and where such devices are absolutely necessary, we ensure that they have a strong password and

employ encryption

## **7. Do we share your information with third parties?**

We share your personal data with trusted third parties to help us to deliver efficient and quality services and events. When we do so, we ensure that the recipients are contractually bound to safeguard the data that we entrust to them before we share any data. We engage several of the following categories of recipients:

- Partners to support us as we provide our services and online events access – for example, cloud-based software services such as Microsoft or Ticket Tailor
- Financial and accounting software providers, accounting services and HR advisors
- Payment service providers
- Professional and legal advisors including lawyers, auditors, insurers and data protection advisors
- Marketing services providers
- Professional photographers / videographers
- Third party service providers – for example, catering providers, IT service providers etc.
- Law enforcement or other government and regulatory agencies – for example, Revenue Commissioners or to other third parties as required by, and in accordance with applicable law or regulation
- Where we use external providers to shred and securely delete data both manual (paper) and electronic data

## **8. Do we transfer your information outside the European Economic Area?**

It is our preference to have personal data processed within the European Economic Area (EEA) as much as possible. We store personal data on servers located in the EEA. We use providers who process and store data on servers which may be in a territory outside the EEA. When transferring data to the outside the EEA, we rely on the relevant Standard Contractual Clauses in accordance with the Commission Implementing Decision 2021/914. We also ensure that our providers do the same.

## **9. How long we keep it**

We will retain your personal data relating to RIA events for a period of 12 months. Unless a different time frame applies, due to business need or specific legal, regulatory, or contractual requirements, we retain personal data in line with our legal obligations, but for no longer than a period of 7 years.

For manual paper data we securely delete it by secure shredding. For electronic data we use secure deletion (multiple overwrite); this includes backup data and back up media. In other cases, we irrevocably anonymise your information through secure and standardised methods.

## **10. What are your rights?**

You have the following rights in relation to your personal data that we process including:

- **Right to Withdraw Consent** – You can withdraw your consent that you have previously given to one or more specified purposes to process your personal data. You may withdraw consent at any time for any or no reason. This will not affect the lawfulness of any processing carried out before you withdraw your consent. It may mean we are not able to provide certain products or services to you and we will advise you if this is the case
- **Right of access** – You can ask us to verify whether we are processing personal data about you, and if so, to have access to a copy of such data
- **Right to rectification and erasure** – You can ask us to correct our records if you believe they contain incorrect or incomplete information about you or ask us to erase your personal data after you withdraw your consent to processing or when we no longer need it for the purpose it was originally collected
- **Right to restriction of processing** – You can ask us to temporarily restrict our processing of your personal data if you contest the accuracy of your personal data, prefer to restrict its use rather than having us erase it, or need us to preserve it for you to establish, exercise, or defend a legal claim. A temporary restriction may apply while verifying whether we have overriding legitimate grounds to process it. You can ask us to inform you before we lift that temporary processing restriction
- **Right to data portability** – In some circumstances, where you have provided personal data to us, you can ask us to transmit that personal data (in a structured, commonly used, and machine-readable format) directly to another company
- **Right to Object** – You can object to our use of your personal data for direct marketing purposes, including profiling or where processing has taken the form of automated decision making. However, we may need to keep some minimal information – for example, email address to comply with your request to cease marketing to you

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 process about you (right of access) are. For any inquiry about your data, please contact us via email at [dataprotection@ria.ie](mailto:dataprotection@ria.ie) If you wish to make a complaint about how we have handled your personal data, please contact our Data Protection Officer at [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or in writing at:

Royal Irish Academy,  
19 Dawson Street,  
Dublin 2, D02 HH58,  
Ireland.

Our DPO will then address your complaint and will 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 the [Data Protection Commissioner](#) regarding any concerns you may have about our data handling practices (<https://www.dataprotection.ie/en/contact/how-contact-us>) or in writing at:

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

## **11. Do we change this Privacy Notice?**

We reserve the right to change this Privacy Notice at any time at our sole discretion. If we make changes, we will post these changes on this webpage. This Privacy Notice was last updated on 18 June 2024.

## **12. How to contact us**

If you have any concerns as to how your data is processed, you can contact us per email or per post:

Data Protection Officer, Royal Irish Academy, 19, Dawson Street, Dublin D02 HH58, Ireland  
[dataprotection@ria.ie](mailto:dataprotection@ria.ie) We will respond to your queries within 30 days from when we receive them.