

Transparency statement of the Royal Irish Academy’s publishing house

Contents

Transparency statement of the Royal Irish Academy’s publishing house.....	1
Customers	2
Sale of publications online.....	2
Sale of publications in Academy House or at a launch.....	2
Irish Texts Society (ITS): publications available for sale on our website.....	2
Irish Texts Society: Membership.....	2
Subscribers.....	3
Suppliers	3
Unsolicited CVs	3
Authors and contributors	3
Books.....	3
Journal contributors	4
Copyright assignment/licensing and permissions for articles or books submitted:	4
Referees for journals and books.....	4
Mailing lists.....	4
Photographs/images taken at events and used for Academy publications.....	5
Event management.....	5
Administration	5
Minutes.....	5
Enquiries to the Publications Office	5
Further information:	6

This statement relates to the protection of personal data of those who work with the Royal Irish Academy's publishing house. We respect your right to privacy and will not collect personal information without your clear permission. Any personal information which you volunteer will be treated in accordance with the Data Protection Act 2018, the General Data Protection Regulation (GDPR) EU 2016/679, and the e-Privacy Regulation 2018.

The Royal Irish Academy is the Data Controller in relation to the protection of personal data held by us. We undertake not to share your data with third parties, nor to use it for purposes other than those outlined below. We shall keep your data secure, and it will be accessed by designated Academy staff only, or occasionally by third parties for system troubleshooting purposes.

Back-up data re held in the Cloud within the European Union and in compliance with the EU's General Data Protection Regulation.

You may contact the Publications Office at any stage to amend your contact details or have your personal data deleted.

Customers

Sale of publications online

We have a bookshop on our website: www.ria.ie. This is what happens to your data when you buy an item from the shop:

1. Your name, address and email details are stored on the website in our secure shop area. These data are kept as long as you, the customer, have an active account and are securely deleted thereafter.
2. We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit-card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.
3. When an order is being processed, an invoice is raised in our accounting system. The order number and customer name appear in the description field. No other details are recorded in the system.
4. A hard copy of the original order is kept for 6 years, to comply with financial regulations, and securely shredded thereafter.

Sale of publications in Academy House or at a launch

We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.

Irish Texts Society (ITS): publications available for sale on our website

When an order comes in for an ITS publication it is dealt with in the same way as an order for any other publication. Customers' data are not shared with the Irish Texts Society.

Irish Texts Society: Membership

The Irish Texts Society is the Data Controller of ITS members' data. The Academy is the data processor in this case and undertakes to treat ITS members' data with the same degree of care as Academy customer data. In the event of a data breach involving ITS data, we shall inform the ITS as soon as this becomes apparent and let the society know the extent of the breach, the implications

for personal data of the society's members (if any), and the measures taken to contain and resolve the issues.

Orders for ITS membership include the customer's name, address and email details. These details are emailed to the Honorary Treasurer of the society, who contacts the customer directly to confirm membership. The Honorary Treasurer gives members a code to avail of the Academy web-shop discount. The Academy does not keep records of ITS membership once the Hon. Treasurer has acknowledged receipt.

Subscribers

If you hold a personal subscription to any of our six journals:

1. We will log your personal details on a spreadsheet here in the Academy so that we can send you a copy of the journal and remind you when your subscription is expiring.
2. With permission, we will also transfer your email address to JSTOR, the organisation that hosts our journals electronically, to enable it to set you up with online access. JSTOR is a North American company and it operates under the principles of the Privacy Shield. As a not-for-profit organisation it is precluded from receiving certification from the Department of Commerce, but JSTOR is committed to the principles of the Privacy Shield. When we request permission, we will share JSTOR's privacy statement with you. That statement can be found here: <https://about.jstor.org/privacy/>.
3. We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction of processing a subscription payment, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.

Suppliers

Unsolicited CVs

The Publications Office receives unsolicited CVs from people who wish to work for the Academy either in a freelance capacity or in-house. We do not retain these CVs and will encourage you to monitor the Academy's website for vacancies.

Authors and contributors

Books

When you propose to become an author of a book with the Academy, this is what happens:

1. The summary details of your proposal are recorded in a spreadsheet and kept indefinitely.
2. The proposal is reviewed by the Managing Editor with reference to the publication policy of the Academy and either rejected if it does not fit that policy or added to the agenda for the next meeting of the Publication Committee.
3. In the latter case, your proposal form is circulated by email to the Publication Committee for assessment.
4. If your proposal is successful, the proposal document is saved digitally in a folder on our Publications Office server indefinitely with the rest of the files relating to the publication of your book. If rejected, the proposal will be deleted after 3 years.

5. Contracts with authors are signed and retained digitally and are also held securely in hard copy in the Publications Office. These contracts contain personal data such as names, addresses. The contracts are kept indefinitely for record purposes.
6. With your permission, your biography and photographs will be stored in a folder in our Publications Office server, and used on the Academy website, in social media, and may be supplied to newspapers, bookshops, magazines, etc., to promote your book.
7. Your name and contact details will be added to our author/contributor database. We keep these data indefinitely as a legitimate business interest for the fulfilment of ongoing contractual obligations.
8. You will be asked if you wish to be added to our mailing list of authors, whom we communicate with using the Academy's secure contacts database, Salesforce, and via MailChimp, for the purpose of producing your work, subsequent promotional activities and invitations to launches and related events.

Journal contributors

When you submit a paper for publication in one of the Academy's journals this is what happens:

1. Your paper is logged and sent by email to the academic editor of the relevant journal for assessment.
2. Your anonymised paper is then forwarded by email to referees for peer review.
3. You will be notified of the outcome of the peer review process. If successful you will be asked to sign a copyright form, which will be retained digitally and also held securely in hard copy in the Publications Office. These copyright forms contain personal data such as names and addresses. The forms are kept indefinitely for record purposes.
4. Whether accepted or rejected, your paper is saved in a folder on our Publications Office server with all correspondence relating to it, including referees' reports, for 3 years only, after which time it is deleted.
5. Whether your journal submission is accepted or rejected, tracking data related to your paper is retained indefinitely, with personal data minimised.

Copyright assignment/licensing and permissions for articles or books submitted:

Copyright forms and permissions are kept in hard copy in a file in the Publications Office, and digital copies are also kept in a secure folder on the Publications Office server. These data are collected for record and audit purposes and are not used for any other purpose.

Referees for journals and books

The names of referees, along with their postal address, email address and phone number, are kept in an Excel database in a secure folder on our Publications Office server. The details are only used for the purpose of refereeing journal articles or book proposals.

Mailing lists

1. The Academy has a mailing list you can subscribe to. View the associated transparency statement here: [URL] When you sign up to the mailing list you will automatically be subscribed to the Academy's monthly newsletter and can choose to receive updates in relation to our publications, book launches and events, offers and discounts.
- For the purposes of newsletters or other Academy communications that are distributed via MailChimp, the Academy is the Data Controller for your data (we have primary

responsibility for safeguarding your data) and MailChimp is a Data Processor (MailChimp is contracted to distribute our newsletters to you). Please be aware that MailChimp will store your name, contact details, IP address and any other data you supply using the facility. Please see MailChimp's Privacy Policy here: <https://MailChimp.com/legal/privacy/>.

2. The Publications Office maintains a mailing list of names and contact details of people who have expressed an interest in attending lecture series, launches and events organised by our office. If you have expressed such an interest, your data will be input to MailChimp. This list is reviewed annually by the publishing team and irrelevant data are deleted.
3. At the time of publication of a book or journal, an author will supply the personal contact details of individuals whom they would like to be invited to the launch or to receive notification of the release of the book. When we issue the invitation or release notification, we will ask if these individuals would like their details to be retained, to enable us to invite them to similar future launches or events. After the launch administration is complete, we retain contact details only for those individuals who have granted permission for us to do so. All other contact details are deleted.
4. We maintain a list of professional book reviewers in the Academy's secure contacts database, Salesforce, to communicate with them, using MailChimp, about new publications.
5. We maintain a mailing list of bookshops, institutions and literary organisations, which we communicate with using MailChimp. Such correspondence is to release news about our publications, and organisations have the option of unsubscribing from this list at all times. The list is reviewed annually and irrelevant data are deleted.

Photographs/images taken at events and used for Academy publications

See [URL]

Event management

See Eventbrite statement https://www.ria.ie/sites/default/files/eventbrite_0.pdf

Administration

Minutes

Names of those attending meetings to conduct the business of the Publications Office are retained on minutes. The minutes of the meetings of the Publication Committee and of the Editorial boards of the six journals we publish are kept indefinitely and archived by the Academy's Library as institutional records for archival and future historical research reasons. The minutes of working groups established to achieve a particular goal of the Publication Committee or Publications Office are also retained indefinitely, if considered necessary for the archive of the office. Routine operational correspondence is not kept.

Enquiries to the Publications Office

The Publications Office receives enquiries by email and letter, as well as by phone and in person. These are dealt with on the spot and the correspondence deleted. Many enquiries relate to copyright, the sale of publications or proposals for publications, each of which are dealt with in this transparency statement.

Email

The geographically and institutionally diverse nature of our publishing projects means that the bulk of our communication is by email. These emails serve as a record of critical project decisions and milestones, the rationale for their having been taken and ultimately as the historical record of the

publishing house. Emails are the institutional memory of the publishing house and we have constant recourse to the email archive as a knowledge management resource.

With the exception of routine operational emails which are deleted when no longer current and queries from outside individuals which are deleted on completion of the query, the Academy securely retains and archives the emails for ten years in Microsoft Office 365. Remote backups are made by RIA IT staff. Retained emails are concerned with:

- governance and management, incl. appointment of editors (collected for governance, audit and reporting purposes);
- financial drawdowns (collected for audit and reporting purposes);
- book and journal content development and production of the publications;
- outreach activities (for management and audit purposes);

After ten years emails are reviewed and those of historical importance in relation to the evolution and development of the publishing house are retained as an aid to long-term project memory and later for historical research purposes.

Further information:

You have the right to access your data; to rectify incorrect data; to object to unfair processing of your data; to restrict processing; and to withdraw consent for your data to be retained. You also have the right to request erasure of your data.

To find out the details of the data that the Publications Office holds on you, or to lodge a complaint, please contact the Academy's Data Protection Officer, Siobhán Fitzpatrick, in the first instance: email dataprotection@ria.ie or write to Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois R32 AP23.

All enquiries will be dealt with in confidence. The Royal Irish Academy's Data Protection policy is accessible here: <https://www.ria.ie/data-protection-policy-procedures-and-guidelines>.