

2022 US-Ireland Research Innovation Awards

Privacy Notice (ADM-004)

1. What we need

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 Royal Irish Academy is the Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you:

- Name and surname
- Professional title and company name
- Name of US partner company
- Short professional biography
- Email address
- Postal address
- Contact telephone number

2. Why we need it

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

- Name and surname - we need this information to identify your submission and for follow up communications
- Professional title and company name - we need your company name because this is the name of the applicant organisation and we need your professional title to share with the assessment panel and give insight into the perspective from which the application is presented.
- Short professional biography – we need this information to qualify or illustrate your professional title.
- Email address - we need this information to contact you with information relating to your application for this award
- Postal address – we need this information to contact you with information relating to your application for this award
- Contact telephone number – we need this information to contact you with information relating to your application for this award, in the event that we fail to receive confirmation of communication using the previous two contact methods.
- Name, title and contact details of your senior management team member supporting your application – we need this information to demonstrate the seniority of the support for your application within your own organisation.
- Name, title and contact details of your senior management team member in your US partner organisation supporting your application - we need this information to demonstrate the seniority of the support for your application within your partner organisation.

3. What we do with it

Your personal data is processed in The Royal Irish Academy located in Ireland. Hosting and storage of your data takes place in Office 365, Admincontrol, JotForm, AWS and on Academy file servers which are in the EEA.

Your data will be accessed by the Communications and Programmes and Administration departments and it will be shared securely with the approximately 15 members of the invited assessment panel, composed of Academy Members and individuals from outside the Academy.

The information contained in your application will be used to assess your nomination within the competitive context.

In the event that your application is shortlisted for one of the awards, we will share contact details, short biography, details of your organisation and your US partner organisation, twitter handle (if supplied) with the American Chamber of Commerce, Ireland. They will subsequently contact you seeking information to assist with the announcement of the shortlist. This will involve publicity in all forms of media and it will be used in the shortlist announcement, promotion, marketing and preparation for the American Chamber of Commerce awards dinner on Friday, 20 May 2022.

The details of winning application will be featured in publicity in all forms of media including print, broadcast, online and social media). The American Chamber of Commerce, Ireland are subject to the retention policies outlined below.

No personal details will be shared in this process without further appropriate consent.

Your data will not be repurposed for any other objective and no other third-party providers have access to your data, unless specifically required by law.

4. How long we keep it

We will retain data supplied with all applications for a period of 2 years and winning applications are retained indefinitely for archival and audit purposes. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

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 are processing (right of access). For any inquiry on your data, please contact us via email at dataprotection@ria.ie and reference Privacy Notice ADM-004.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer at dataprotection@ria.ie or in writing at Academy House, 19 Dawson Street, Dublin 2, D02 HH58, Ireland. Our DPO will then look into your complaint and 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 Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland and file a complaint with them.