Acadamh Ríoga na hÉireann
Royal Irish Academy

Royal Irish Academy Archaeology
Archaeology Radiocarbon Dates Scheme 2020

General Statement

This statement relates to the Royal Irish Academy (RIA)'s Data Protection practices in connection with the collection and processing of information for the purposes of awarding grants and awards. The RIA respects your right to privacy and will only use your personal information for the purposes of administering grants. This information, which you volunteer to the RIA will be treated strictly in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679).

Collection and Use of Personal Data for the Purposes of Administering the Archaeology Radiocarbon Dates Scheme

The forms we use

For the purposes of obtaining grant applications, the RIA uses the online Jotform service. Jotform is a US system which has EU servers for EU users and is compliant with EU data protection laws. Further information in relation to Jotform GDPR compliance is available here.

For the purposes of assessing grant applications, the RIA uses the online Admin Control service. Admin Control is an EEA-based system which is GDPR compliant. For Admin Control's Privacy Statement please go to https://admincontrol.com/privacy/

The purposes for which your data are collected and used

- For peer-review and competitive assessment by the RIA Standing Committee for Archaeology for the purpose of making awards
- For the administration of individual grant awards, including the submission of progress reports and the making of grant payments
- For accounting and audit purposes
- For reporting purposes (internally and externally, e.g. to our funding bodies, the National Monuments Service, Queen's University Belfast and the Higher Education Authority). This can include returns on gender, disciplinary breakdown, institutional affiliation etc. Data are anonymised
- In the case of successful grantees select data, limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary award made, may be used for marketing and publicity purposes. Other data supplied will not be used for these purposes and will remain confidential

What happens to your data once it has been submitted online?

Your data are securely held on Jotform servers before being downloaded onto secure RIA servers, where your data are input into Admin Control and secure spreadsheets. Access is granted only to nominated grant administrators, and to assessors as appropriate. Business administrators may have access to systems for business continuity purposes. Access is only granted to third party assessors via

encrypted connections and is withdrawn upon completion of the assessors' input to the process. Each assessor is also required to sign a confidentiality agreement.

Retention Policy

Personal data will only be retained for as long as required to administer RIA grants and awards and for audit purposes. The following retention schedules will apply:

- Jotform applications will be retained only as long as required for input of your data to our grant spreadsheets and will be securely destroyed thereafter
- Unsuccessful applications will be retained for one calendar year for audit and candidate feedback purposes. These data will be securely deleted thereafter
- Successful applications including all personal data will be retained for three years to allow for administrative follow-up. These data will be securely deleted thereafter
- Select data limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary awards made, may be retained in the short term for publicity and marketing purposes and indefinitely for archival and research purposes
- Project reports outlining the results of funded research will be retained indefinitely for the use of researchers and will be made available on the RIA website and the Digital Repository of Ireland, to this end
- Project reports outlining the results of funded research will be retained indefinitely for the use of researchers
- All ancillary correspondence and documentation will be deleted three years post-date of completion of final grant. Purchase Orders will be retained for three years. Expense receipts submitted for the purpose of processing grant payments will be held for seven years and securely deleted thereafter
- Every effort will be made to minimise applicant data

Disclosure of Personal Information

The name, academic/organisational affiliation, disciplinary background, and description of research project of successful RIA recipients will be published on the RIA website, social media channels and in select RIA publications (e.g. Annual Review). For auditing and transparency purposes the RIA must also publish the detail of any grant awarded. Any other disclosures will only be made in accordance with the provisions of the GDPR and the Freedom of Information Act.

Disclaimer: Please note that the RIA does not have control over information/images which are posted on social media once published.

Your rights: You have the right to access your data; to rectify incorrect data; to object to unfair processing; to restrict processing and to withdraw consent (if this has been required). You may also exercise the right to be forgotten.

Further Information

If you have any queries or seek clarification on any aspect of this document, please contact Siobhán Fitzpatrick, Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin, D02 HH58.

You may request a copy of your personal data held by the RIA. To make a subject access request please contact the Data Protection Officer:

Phone: 00 353 1 6090619

Email: **dataprotection@ria.ie**

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here: https://www.ria.ie/sites/default/files/royal_irish_academy_dp_policy_v.1.1_28_may_2018_0.pdf