

Communications and Public Affairs Data Protection Policy, Procedures and Guidelines

Revised Feb 2020

The Communications and Public Affairs Unit at the Royal Irish Academy needs to collect and use personal data for a variety of purposes about its members, staff and other individuals who may come in contact with the Academy, for example those who subscribe to our mailing lists, project stakeholders, committee member details and masterclass attendees. This department is committed to protect the rights and privacy of individuals in accordance with the Data Protection legislation. The Royal Irish Academy operates in compliance with the Data Protection Acts, GDPR and the Privacy & Electronic Communications Directive 2002/58 EC (to be updated by the forthcoming ePrivacy Regulation) in relation to the collection, use and retention of personal data. Up to date information can be found [here](#)

Guide

Colour	Meaning
	<i>These records will be retained indefinitely.</i>
	<i>These records will be weeded/have their data minimised and then either retained or disposed of after a specified period of time.</i>
	<i>These records will be disposed of in their entirety after a specified period of time.</i>

Enquiries

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Details of the enquiry and the enquirer.	Correspondence is disposed of on satisfactory completion of the enquiry.	Operational purposes.	Correspondence to be disposed of by deletion.

Correspondence by letter	Details of the enquiry and the enquirer.	2 years	Audit/operational purposes.	Correspondence to be disposed of by secure shredding.
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North-South Committee

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Details of the enquiry and the enquirer.	Correspondence is disposed of on satisfactory completion of the enquiry.	Operational purposes.	Correspondence to be disposed of by deletion.
Correspondence by letter	Details of the enquiry and the enquirer.	2 years	Audit/operational purposes.	Correspondence to be disposed of by secure shredding.
Members contact details	Email addresses for committee members who are all MRIA	Indefinitely or as long as on committee	Operational purposes-limited access	Disposed of by deletion from spreadsheet
Reports and Submissions	Submissions to various bodies as part of the work of the committee Reports of committee members on events/conferences attended on behalf of the RIA	Indefinitely	Operational and Archive purposes	Added to Academy archive in Library as necessary
Minutes of Meeting	Minutes of committee Meetings	Indefinitely	Operational and Archive purposes	Minutes to be kept in relevant minute book and added to Library archive as appropriate

Doodle Poll - https://doodle.com	Optional dates circulated to all committee members for next meeting	Less than one month	Operational purposes	Delete poll after choosing preferred date
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Promotional Material – Annual Review, Newsletters etc

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Promotional material (Flyers, postcards, printed newsletters, leaflets, posters etc) (hardcopy)	Details of Academy activities and events.	Indefinitely.	Historical purposes.	Given to Library to be added to Academy Archives.
Electronic Newsletters and event or news bulletins	Electronic information on Academy activities, events and news. Sent via Mailchimp	Indefinitely	Historical, statistical and operational purposes	Retained on the Mailchimp servers
Mailchimp Mailing List	Names, email addresses and preferences of subscribers	Indefinitely – subscribers may opt out at any time	Operational purposes	Retained on the Mailchimp servers
Sign Up Postcards	Names, email addresses and preferences of subscribers	Indefinitely – subscriber’s details input on Mailchimp system and tagged as Postcard signup – can opt out at any time. Physical postcards to be kept for 3 years	Audit/Operational purposes	Retained on the Mailchimp servers. Hard copies of postcards to be disposed of by secure shredding.
Annual Reviews	Information on Academy activities, project updates and accounts published annually	Publications kept Indefinitely	Historical and operational purposes	Given to Library to be added to Academy Archives and retained by Communications for guidance on future publications

Annual Review Distribution List	Names and postal addresses of members and key stakeholders for report distribution	Retained for two years. Updated yearly Limited access	Operational purposes	Retained on the Communications J drive with limited access
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Women in Leadership Masterclasses

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Details of the of the masterclass, speaker bio, participant bio and headshot, final agenda and participants bios including email addresses where explicit permission given to share with the group	12 months from the date of the masterclass	Administrative, Operational and audit purposes.	Correspondence to be disposed of by secure deletion.
Masterclass Materials	Namebadges, table tents, agenda and bios and headshots of participants for circulation with group	12 months from the date of the masterclass	Administrative/ Operational purposes.	Data held in Communications J drive
Feedback Forms	Jotforms seeking anonymised feedback on masterclass programme	Indefinitely	Administrative, Operational and audit purposes.	Data held in Jotforms and deleted from system periodically. Downloaded data stored on Comms J drive with limited access
Masterclass reports	Written by the moderator and shared with sponsor Accenture and participants. No personal details given	Indefinitely	Administrative/ Operational purposes. Learnings	Data held in Communications J drive

			will form basis of a book	
Masterclass Photos	Photos taken at the masterclass with consent of participants	Indefinitely	Archive of event	Photos retained on the Comms J Drive limited access
GDPR Photo Consent Forms	Agreement by masterclass participants to be photographed and for RIA to use photographs in association with the promotion of the masterclass programme on social media, in its print publications etc. Originals scanned and saved to Communications J drive.	Indefinitely	Audit/operational purposes and archive of event.	Photos retained on the Communications J drive Correspondence to be disposed of by secure shredding.

Michel Deon Prize

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Correspondence with the judges in relation to administration and judging of the prize, with publishers in relating to securing shortlisted titles and inviting to prizegiving, with winner in relation to receipt of prize and subsequent lecture	36 months	Administrative, Operational and audit purposes.	Correspondence to be disposed of by deletion.

Public Nominations	Jotforms containing the full name of the submitter, the book title, the book author and a reason for suggesting the title.	Jotform maximum of 6 months from the date of competition closing Anonymised report for 24 months	Administrative, Operational and audit purposes.	Data held in Jotforms and deleted from system after 6 months. Downloaded data stored on J drive in anonymised format for sharing with judges
Documentation relating to judging process	Judges recommendations, comments on selecting titles and ranking to create shortlist and to select winner from shortlist	36 months stored on Communications J drive with limited access	Administrative, Operational and audit purposes.	Correspondence to be disposed of by deletion.
Photographs	Photographs from prize giving event	Indefinitely	Audit/operational purposes and archive of event.	Photos retained on the Communications J drive

Miscellaneous Projects

Type of material	Contents	Length of time to retain	Reason for retention	Final action
Correspondence by e-mail	Correspondence in relation to administration of various projects which fall under remit of Communications	12 months from completion of project	Administrative, Operational and audit purposes.	Correspondence to be disposed of by deletion.
Correspondence by letter	Details of the enquiry and the enquirer.	12 months from completion of project	Administrative, Operational and audit purposes.	Correspondence to be disposed of by secure shredding.

Photographs	Photographs from events and projects. Permissions to be sought from individuals if relevant	Indefinitely	Audit/operational purposes and archive of event.	Photos retained on the Communications J drive