

Introduction:

This document outlines how we manage donations to the Academy, the data we collect and retain and the protections in place in relation to your personal data.

Donations to the Academy are received through several channels including:

1. Direct debit regular donations
2. Once-off donations received via bank transfer or cheque.
3. Online donations
4. Bequests

When you make a financial donation, the Executive Secretary will acknowledge your donation and indicate how it will be invested. All donations are recorded, along with your contact details (where necessary), date funding received, and other administrative data which are recorded to ensure that your donation is tracked and is accessible for audit purposes. Donations are lodged via our Accounts Dept to the Endowment Fund or to a specific Academy project/programme/department and are entered on a secure Accounts system which is accessible only to designated Accounts staff.

The process

The Donations list is retained indefinitely for administrative and audit purposes on a secure folder accessible to designated staff only. Once a donation has been acknowledged and, if appropriate, further information on the Charitable Donation Scheme has been shared, contact details are not retained on this list.

Letters or emails of acknowledgement are retained on a secure folder, accessible to designated personnel only and held for four years for audit purposes, after which they are securely deleted.

Funding receipts are retained by Accounts for 6 years +1 for accounting and audit compliance.

Your consent will be requested to record your name or to list your donation as 'anonymous' in the Academy's *Annual Review*. Funding amounts are never published. Direct debit donors are given the opportunity to opt out of having their donation recorded in the Annual Review.

Credit card details are not retained by the Academy and are held by our secure payments contractors (Global Payments) for the duration of the payment process only.

PPS numbers are only collected in the case of funding given under the Charitable Donation Scheme and in these cases PPS numbers are retained securely for the duration of the funding and claiming tax relief. Likewise, the PPS numbers of donors who complete a 5-year enduring certificate must be retained for the duration. The annual returns relating to sums garnered under the Charitable Donation Scheme include the names, addresses, contribution amount and PPS numbers of all eligible donors.

The Academy will never aggregate funding from an individual or organisation in order to claim tax relief. PPS numbers are never entered on donor databases but are retained securely by the Accounts Department.

General Data Protection Regulation (GDPR; EU 2016/679) information:

The Academy is the data controller of your data.

We shall collect, retain and secure your data and it will not be shared with third parties, except for statutory purposes, e.g. Revenue and audit.

We shall retain your data only for as long as it is relevant and it will then be securely deleted.

We respect your right not to consent to your name and other data being recorded after the initial retention period for audit purposes.

You have the right to

- request a copy of data held on you by the Academy
- have incorrect data rectified
- have data updated
- have data deleted
- exercise the right to be forgotten

Please contact the Data Protection Officer, Siobhán Fitzpatrick for further information, to make a complaint or to exercise your rights in relation to your data. Email: dataprotection@ria.ie or phone 00-353-1-6090619

Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square, Dublin 2, D02 RD28