Data Protection Information for Candidates for Membership

The Academy operates in compliance with GDPR (EU 2016/697) and the Data Protection Acts 1988-2003 and 2018. A key objective of GDPR is to give individuals increased control over their data. It is important that you read the information below in order to understand how the Academy processes your data. For the purposes of the GDPR the Academy is the Data Controller.

The data we collect is for the assessment of your candidacy for Membership of the Academy. Data collected are: Your nomination form with the signatures of proposer and seconder and your Supporting Statement and your CV. Three referees' names are provided by your proposer with your consent. We also seek names and contact details of up to ten independent referees who can provide an objective assessment of your academic merits.

We shall only collect your data with your informed consent. Please fill out the Data Processing Consent form to enable us to process your candidacy.

The Membership process – what happens to your data?

The details you and your proposer provide will be emailed to a Candidates' mailbox, held on a secure server accessible to the Membership Manager and a limited number of dedicated support staff. Members of the Academy Committee for the Assessment of Candidates for Membership (ACACM) sign conflict of interest and confidentiality forms to ensure best practice, and participate in an unconscious bias awareness session.

ACACM meets on three occasions between October and March. At the first meeting of the committee, members are assigned to read your certificate of candidature. References are sought for each candidate, and relevant proposal documents are sent to referees. Candidates and Proposers should note that if international referees are based outside of the areas governed by GDPR, we cannot guarantee the protection of their data during the process of seeking these references.

References are emailed to our secure mailbox, held on our secure server, and shared with the ACACM via a secure web-based file-sharing system*. Documents are removed from the system as soon as the process is complete. The confidentiality agreement form which members of ACACM sign details the strict confidentiality and care with which members are expected to treat your information, including keeping documents under lock and key when not in use.

Each proposal is then discussed at the second meeting of ACACM and assigned a score. Candidates are then discussed in further detail at the final meeting of the committee, and up to ten are selected from Science and up to ten from the Polite Literature and Antiquities section (PL&A).

This list is given to the Council of the Academy in February for approval. At this point Council may also view the proposals under consideration at a confidential meeting. The list of candidates proposed for election is then voted on by the Membership of the Academy at the March Stated General Meeting each year. A simple majority of the electorate (Members present, and those who have requested a postal ballot) is required for the election of each candidate.

Minutes of the ACACM are held (electronically and in hardcopy) for record purposes and are retained indefinitely for reference and archival purposes. They are held securely and are embargoed for 30 years.

Staff members will treat your data as highly confidential.

Retention of data
Your certificate of candidature, and the data provided, are retained for the duration of your candidacy. Each certificate is valid for three years. Your information is retained in a secure location with limited access for the two following 'fallow years', when you are ineligible for proposal. After this period, the following processes are followed:

Successful candidates
Final certificates, supporting documents and references of successful candidates are archived indefinitely with the Library for archival and historical research purposes. They are embargoed for 30 years.

Unsuccessful candidates
The first page of your certificate of candidature is retained indefinitely on our secure server so that we can track your eligibility for future proposals and is archived indefinitely with the Library for archival and historical research purposes. Additional data (e.g. references and supporting documents) will be disposed of securely.

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to proposers on an annual basis
- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data
- You may exercise the right to be forgotten (i.e. to have your data erased).

Every effort will be made to comply with requests from candidates in relation to their data and within the compass of GDPR.

Please contact Candidates@ria.ie or phone +353 1-676 2570 in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, or phone +353 1 - 6090600. Appeals may be made to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland

* AdminControl is the secure web-based file-sharing system which we currently use to securely share your data with members of RCHM on a short-term basis only. AdminControl is EU-GDPR compliant, and any other similar system we may use will have the same rigorous levels of compliance.