

# Ecommerce and website data privacy statement

## Ecommerce

When a user purchases a product or makes a payment via the website we record user information in the form of an order.

For each successful order, the following personal information may be recorded:

- forename
- surname
- billing address
- postage address
- e-mail
- membership number (in the case of Academy Members)

The website stores order information for a period of 3 months after which it is automatically purged from the site.

An email copy of the order information is also sent to an internal mailbox, accessible to an authorised staff member and retained for a period of 12 months for backup purposes and verification.

### **Product orders**

Publications orders (books, journals, stationery and Irish Texts Society membership) are processed by the Publications department. More information can be found in the Publications transparency statement on the Academy's [Privacy and Data Protection page](#).

### **Donations**

In the case of donation information submitted via the website, when making the donation the donor may choose to keep their donations anonymous or to have it publicly acknowledged. Online data is accessible to authorised personnel only. More information can be found on the Academy's [Privacy and Data Protection page](#).

### **Membership subscriptions**

Membership subscriptions are processed by the membership team and accounting information is shared with the Accounts Dept. Full details are provided in documentation supplied to all members upon their election to the Academy.

### **Credit card payments**

The website does not record any payment card details. Payment card information is processed on a hosted payment page managed by Global Payments (formerly Realex). More information can be found in the Accounts department retention schedule on the Academy's [Privacy and Data Protection page](#).

## Events

Event bookings are processed by Eventbrite on behalf of the Academy. Our privacy statement for Eventbrite on the Academy's [Privacy and Data Protection page](#) outlines how your data is processed when booking an event.

## Webforms

### Digital downloads

Some publications include an option for users to download related digital content. This digital content is accessed by entering a code supplied with the publication into a related webform. When the code is submitted to the webform the user's IP address is recorded. This information is kept for a period of 30 days.

### Website Queries

The website also allows for users to submit queries to various Academy departments via the 'Contact' and 'Hire a Room' webforms. For each form submission the following personal data may be stored on the website:

- name
- email address
- phone number (optional)
- IP address
- Your message or additional information

Webform submissions are stored for 30 days. A copy of each submission is also emailed to the relevant department based on the type of query submitted, i.e. library queries are emailed to the Library, room hire goes to Facilities and so on.

## Other personal information on our website

### User accounts

A user account allows a user to login to the website and access areas of the site that may otherwise be restricted. This account records the user's email address and also keeps a record of when the user account was created and when the website was last accessed.

### Members/Committee/Working group members

The Academy website features directories where we list Academy Members (MRIAs), as well as members who sit on the various committees or working groups within the Academy. Directory information is based on information submitted by MRIAs, committee and working group members to the Academy and may contain:

- photo
- title
- forename
- surname
- occupation

- institution affiliation
- qualifications
- biographical information
- membership area and status such as Honorary member in science
- positions held within the Academy such as council, chair, committee, working group etc

Members' consent are obtained for data for which consent required.

### **Staff**

Staff information for Academy staff is also presented in a directory on the website. Information presented will include name, work phone number, work email address and department.

Staff may also choose to submit further information for the staff directory, for example

- photo
- biographical information

### **Author/contributor information**

Author information in the form of name and biographical information is presented on the website. This is based on information provided to our Publications department by the authors themselves.

## **Mailing List**

The website does not record information related to Academy mailing list subscriptions.

When handling mailing list subscriptions users are passed over to a MailChimp popup form or a hosted MailChimp signup page. Our privacy statement for MailChimp can be found on the Academy's [Privacy and Data Protection page](#).