

Women Writing Ireland  
6 December 2018  
At the Royal Irish Academy

## Data Protection Statement

The Royal Irish Academy respects your right to privacy. Personal contact information supplied when booking for this event will be used to contact you closer to the event date with a reminder and further details; we will also contact you to seek your feedback post event. Elements of this event may be video/audio recorded and photographed for documentation and promotional purposes. Personal data obtained as a result of this booking will be stored on the Eventbrite system (Eventbrite's privacy policy is available [here](#)) and limited data only will be downloaded and stored securely on the Royal Irish Academy servers in advance of the event for administrative and audit purposes, i.e. your name, ticket category (e.g. student) and indication of consent/non consent for recording and photography will be securely deleted on completion of the retention period. Only authorised personnel will have access to this information. Your information will not be shared with any other third party. You may request a copy of your personal data held by the RIA; you may also request that your data be amended; that unfair processing cease; or you may request that your data be deleted. To make a subject access request or if you have a query relating to Data Protection, please contact the Data Protection Officer Email: [dataprotection@ria.ie](mailto:dataprotection@ria.ie) Phone 00 353 1 6380919.

## Transparency Statements

### General Statement

This statement relates to Data Protection practices by the Royal Irish Academy (RIA) in connection with the collection and processing of information for the purposes of producing of this event and transmitting the podcast of the 'Women Writing Ireland: a celebration of Maria Edgeworth 250'.

The RIA respects your right to privacy and will not collect any personal information without your clear permission. Any personal 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 Event and Podcasting

Your data are securely held on secure RIA servers, where your data are input into secure spreadsheets. Access is granted only to nominated project managers and administrators, and to assessors as appropriate. The purpose for which it is held is for the administration of this event, recording for podcasting, internal reporting.

### Retention Policy

Personal data will only be retained for as long as required to administer this project, for audit purposes. Limited data only will be downloaded and stored securely on the Royal Irish Academy servers in advance of the event for administrative and audit purposes, i.e. your name, ticket category (e.g. student) and indication of consent/non-consent for recording and photography will be securely deleted on completion of the retention period. Only authorised personnel will have access to this information. Your information will not be shared with any other third party

### Disclosure of Personal Information

Any other disclosures will only be made in accordance with the provisions of the GDPR.

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

**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](mailto:dataprotection@ria.ie)

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here: <https://www.ria.ie/privacy-and-data-protection>

