

# Royal Irish Academy Gold Medals

## Data Protection Transparency Statement

### **General Statement**

This statement relates to the collection and processing of information for the purposes of awarding grants and awards by the Royal Irish academy (RIA). 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 Data Protection Acts and the General Data Protection Regulation (GDPR, EU 2016/679).

### **Collection and use of personal data for the purposes of administering the Royal Irish Academy Gold Medals**

#### **The nomination process**

For the purposes of obtaining an award nomination, the RIA uses the online application Jotform service and Admincontrol, an online secure collaboration platform. Jotform is a US system which has EU servers for EU users and is compliant with EU data protection laws. The RIA uses JotForm's EU service.

#### **The purposes for which your data are collected and used**

- For peer-review and competitive assessment by the Academy Gold Medal Awards assessment panels and invited external, international reviewers. This access is supplied via encrypted connections and access to the information is removed on completion of the assessment process.
- For the administration of individual award nominations.
- For audit purposes.
- For reporting purposes (internally and externally, e.g. the sponsor — the Higher Education Authority). This can include returns on gender, institutional affiliation, discipline breakdown. Data are anonymised for reporting purposes.

#### **What happens to your data once it has been submitted?**

The data supplied in the nomination for Royal Irish Academy Gold Medals are held securely on JotForm servers before being downloaded onto secure RIA servers. Access to the information is granted to the award manager and designated administrators in the Royal Irish Academy, the Senior Vice-President, the Chairs of each assessment panel and the invited panel members. Shortlisted applications are supplied to external, international assessors. All assessors receive these data via secure connections that are removed on completion of the process. The award recipients' details (including biographical information supplied, professional achievements etc.) will feature in the citation read out at the award ceremony and in publicity in all forms of media (including print, broadcast, online and social media) around the award ceremony.

## **Retention Policy**

Personal data will only be retained for as long as required to administer the Royal Irish Academy Gold Medals and for audit purposes. The following retention schedules will apply:

- Applications submitted to the JotForm system will be retained only as long as is necessary to allow the download of your data to RIA secure servers. JotForm data are securely deleted thereafter.
- Award recipients' personal data will be retained for 2 years for administrative and audit purposes. These data will be securely deleted thereafter.
- Select data limited to name, institutional affiliation, disciplinary context and a description of a Gold Medals winner's career, may be retained indefinitely for archival and research purposes.

## **Disclosure of personal information**

The name, institutional affiliation and description of the award recipient's career achievements may be published on the RIA website, social media, and form elements of a press release announcing their award in print and other media as well as in the RIA Annual Review. Any other disclosures will only be made in accordance with the provisions of the Data Protection Acts. Further permissions will be sought if required in the future.

## **Your rights under GDPR**

You have the right to request access to personal data we hold on you; to request amendment of your data or rectification of incorrect data; to request deletion of data or to exercise the right to be forgotten.

## **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, 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. Email: [dataprotection@ria.ie](mailto:dataprotection@ria.ie) Phone 00 353 1 6380910

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible [here](#)