

Royal Irish Academy: Jotform Transparency Statement

What is Jotform?

Jotform is an American system which for EU users has EU servers and is compliant with EU data protection laws. For Jotform's Privacy Statement please go to <https://www.jotform.com/help/9-Privacy-Policy>. Jotform is also signed up to the EU-US Privacy Shield which aims to protect EU users' data on US systems to the same level as if the data were in the EU – we use Jotform's EU service <https://www.jotform.com/eu-safe-forms/>

How we use Jotform

We use Jotform for surveys, questionnaires, grant applications and feedback re Academy events.

Feedback forms

The Academy seeks feedback from our audiences to assist us to improve our service, our communications and engagement with your expectations. Data obtained using Jotform are downloaded to the Academy's secure servers for analysis and reporting purposes. Gender information is required for reporting purposes and is completely anonymous. All of the data supplied in feedback forms are stored in anonymised, statistical formats only with limited personnel access. Original forms are deleted upon transfer to our system. Copies on our servers are retained for two years for accountability and audit purposes.

Your rights under the General Data Protection Regulation (GDPR; EU 2016/679)

The Academy is the data controller of your data. Jotform is a data processor contracted to enable customised forms to be used by the Academy for various purposes.

Siobhán Fitzpatrick is the Data Protection Officer, contactable at dataprotection@ria.ie or phone 353-1-6090619

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, or for reporting purposes to sponsors.

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

Very limited personal data are recorded on feedback forms and these are for audit and reporting purposes only.

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 for further information, to make a complaint or to exercise your rights in relation to your data.

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

Data Protection Officer, revised Jan. 2020