



Acadamh Ríoga na hÉireann
Royal Irish Academy

Kathleen Lonsdale RIA Chemistry Prize Transparency Statement

General Statement

This statement relates to the Royal Irish Academy (RIA)'s Data Protection practices in connection with the collection and processing of information for the purposes of awarding the Kathleen Lonsdale RIA Chemist Prize. The RIA respects your right to privacy and will only use your personal information for the purposes of administering this prize. This 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 Kathleen Lonsdale RIA Chemistry Prize

The forms we use

For the purposes of obtaining applications, the RIA request applicants to submit their valid application via email to info@ria.ie.

For the purposes of assessing applications, the RIA uses the online Admin Control service. Admin Control is an EEA-based system which is GDPR compliant. For Admin Control's Privacy Statement please go to <https://admincontrol.com/privacy/>.

The purposes for which your data are collected and used

- For peer-review and competitive assessment by the RIA Physical, Chemical and Mathematical Sciences committee for the purpose of making this award
- For the administration of individual prize awards, including the submission of progress reports and the making of prize payments
- For accounting and audit purposes
- For reporting purposes (internally and externally, e.g. to our sponsor, Henkel). This can include returns on gender, disciplinary breakdown, institutional affiliation etc. Data are anonymised
- In the case of successful prize winners select data, limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary award made, may be used for marketing and publicity purposes by the RIA and Henkel. Other data supplied will not be used for these purposes and will remain confidential.

What happens to your data once it has been submitted?

Your data are securely downloaded onto secure RIA servers, where your data are input into Admin Control and secure spreadsheets. Access is granted only to nominated administrators, and to assessors as appropriate. IT administrators have access to systems for business continuity purposes. Access is only granted to third party assessors via encrypted connections and is withdrawn upon completion of the assessors' input to the process. Each assessor is also required to sign an agreement confirming that any personal information will be kept confidential.

Retention Policy

Personal data will only be retained for as long as required to administer the Kathleen Lonsdale RIA Chemistry Prize, the award and for audit purposes. The following retention schedules will apply:

- Email applications will be retained only as long as required for input of your data to our grant spreadsheets and will be securely destroyed thereafter
- Unsuccessful applications will be retained for one calendar year for audit and candidate feedback purposes. These data will be securely deleted thereafter
- Successful applications including all personal data will be retained for 3 years to allow for administrative follow-up. These data will be securely deleted thereafter
- Select data limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary awards made, may be retained in the short term for publicity and marketing purposes and indefinitely for archival and research purposes
- All ancillary correspondence and documentation will be deleted 3 years post-date of completion of final award
- Every effort will be made to minimise applicant data.

Disclosure of Personal Information

The name, academic/organisational affiliation, disciplinary background, and description of research project of successful award recipient will be published on the RIA website, social media channels and in select RIA publications (e.g. Annual Review) and may be used for marketing and publicity purposes by Henkel. For auditing and transparency purposes the RIA must also publish the detail of any monetary award made. Any other disclosures will only be made in accordance with the provisions of the GDPR and the Freedom of Information Act.

The successful applicant will be contacted at a later date to request their permission for photographs to be taken and used.

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

Your rights: You have the right to access your data; to rectify incorrect data; to object to unfair processing; to restrict processing and to withdraw consent. You may also exercise the right to be forgotten.

Further Information

If you have any queries or seek clarification on any aspect of this document, please contact Wayne Aherne, 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: dataprotection@ria.ie

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