

## **Transparency Statement in relation to Academy use of MailChimp**

The Academy uses MailChimp for Newsletters and other communications. MailChimp is a proprietary US-based online platform which allows organisations such as the Academy to communicate easily with our various user constituencies.

### **Who is the Data Controller of my MailChimp data?**

For the purposes of newsletters or other Academy communications which are distributed via MailChimp, the Academy is the Data Controller of your data (we have primary responsibility for safeguarding your data) and MailChimp is a Data Processor (MailChimp are contracted to distribute our newsletters to you).

### **How does this work ?**

This means that

- when you sign up to an Academy newsletter, we collect the data you provide — these comprise your name and email address which constitute personal data. Please note that your IP address also constitutes personal data — we do not use this.
- We transfer this information to MailChimp who then ask you sign up to a MailChimp account using a double opt-in method which helps to verify that you are the actual service requester.

### **Who has access to my data?**

The Academy's webmaster staff and a limited number of administrative staff have access to your data. Other parties who have access to your data are MailChimp and potentially processors to whom they may sub-contract data for the purposes of customer support provision or abuse investigation. Insofar as MailChimp uses or discloses data relating to the operation, support or use of its services for its legitimate business purposes, such as billing, account management, technical support, product development, sales and marketing, MailChimp is the Data Controller of such data and processes the data in accordance with the MailChimp Privacy Policy – <https://MailChimp.com/legal/privacy> and Data Protection Laws.

### **How are your data safeguarded?**

Please be aware that MailChimp will store your name, contact details, IP address and any other data you supply using their facility. Please see MailChimp's Privacy Policy here: <https://MailChimp.com/legal/privacy/>

MailChimp is certified under the EU-US privacy Shield Framework which is a mechanism employed by the EU and the US to safeguard the personal data of EU citizens stored in the latter jurisdiction.

The Academy has a contract with MailChimp which includes the requirement for Academy consent prior to sub-contracting or disclosure of any data of which we are the Controller.

**What if I want to unsubscribe?**

All communications using MailChimp will include an opt-out/unsubscribe option. Please be aware that if you are signed up to multiple newsletters or to departmental Academy mailing lists you may need to unsubscribe from these individually.

**Remember that under the terms of the General Data Protection Regulation (GDPR) (2016), you are entitled to request a copy of your data, to have your data amended, to request that unlawful processing cease, or that your data be erased.**

For enquiries or to make a complaint please contact the Academy's Data Protection Officer at: [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or phone 00-3531-6090619

To appeal a data protection decision please contact the Office of the Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

Data Protection Officer,

Royal Irish Academy, revised Jan. 2020