



Data Protection Information for participants in the Oireachtas Science Pairing Scheme

The Academy operates in compliance with GDPR (EU 2016/697) and the Data Protection Acts 1988-2003 and 2018. A key objective of GDPR is to give individuals increased control over their data. It is important that you read the information below in order to understand how the Academy processes your data. For the purposes of the GDPR the Academy and the Houses of the Oireachtas Service are the joint Data Controllers. The data the Academy collects is for the administration of the Oireachtas Science Pairing Scheme. Data collected are: Your name and email address, and your topic preference as indicated on the supplied form. Data will be transferred to the Academy by the Houses of the Oireachtas Service for the purposes of administering this scheme. The Houses of the Oireachtas Service has created a separate privacy notice regarding this scheme.

We shall only collect your data with your informed consent. Please indicate your consent on the electronic or paper form to enable us to process your candidacy.

What happens to your data?

The online form for the collection of your preferences is hosted by Jotform. Jotform is a US system which has EU servers for EU users and is compliant with EU data protection laws: the Academy uses the EU-GDPR-compliant system. Once your data are uploaded to our database, copy forms are securely held on the Academy server with access for designated personnel only; the original Jotforms are deleted from Jotform's cloud storage.

If you submit your preferences by email or in hardcopy to the Houses of the Oireachtas Service, emails or scans of forms will be transferred to the Academy by secure file transfer and saved to our secure server, accessible by designated personnel only. Paper records will be securely shredded and disposed of and emails deleted.

The details you provide will be held on a secure server accessible to designated staff only. Your data will be exchanged with a scientist/Oireachtas member for the purposes of enabling the exchange.

Staff members will treat your data as highly confidential.

Retention of data

Your data will be retained for the length of the scheme. Following the scheme, a list of the pairings made will be retained indefinitely and archived for historical research purposes. Feedback to the scheme may be gathered and used for evaluation of the scheme and publicity purposes, and will be retained for historical research purposes. All additional data will be securely deleted. At a later stage, images, audio and video recordings of the scheme may be generated and retained for promotional purposes. Your further permission will be sought at that point.

Your privacy rights:

- You may alter or add to your personal data – requests for updates are issued to proposers on an annual basis

- You may request a copy of your personal data
- You may request rectification of inaccurate data
- You may object to unfair processing of your data
- You may exercise the right to be forgotten (i.e. to have your data erased).

Every effort will be made to comply with requests from candidates in relation to their data and within the compass of GDPR.

Please contact pairing@ria.ie or phone +353 1-676 2570 in the first instance.

In the event that you are not happy with any aspect of the handling of your personal data you may contact the Data Protection Officer, Siobhán Fitzpatrick – dataprotection@ria.ie or Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58, or phone +353 1 - 6090619. Appeals may be made to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland