

Privacy Notice (ADM-002)

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at <https://www.ria.ie/privacy-and-data-protection>

The Royal Irish Academy is the Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you:

Attendees:

- Name
- Email address
- Role
- Company/Organisation

Speakers:

As above and the following:

- Photo
- Bio

2. Why we need it

We need your personal data in order to provide you with the following services:

- Name – we need this information to reserve your place, register you on the event platform, and communicate with you about the event.
- Email address – we need this information to register you on the event platform and communicate with you about the event.
- Company and role – we use this to generate event analytics.
- Speaker bio and photo – to share with attendees at event

3. What we do with it

Your personal data is processed in The Royal Irish Academy located in Ireland. Hosting and storage of your data takes place in Office365, Eventbrite, Crowd Comms and on Academy file servers and AWS which are in the EEA.

Your data will be accessed by the Programmes Department.

The information provide on Eventbrite will be used to reserve your place and to send you emails directly relating to this event. We do not share any of this information with a third party. Once you have registered we will send you an email inviting you to register on the event platform operated by Crowd Comms. You will be asked to supply your name and email address to Crowd Comms to register on the event platform. Crowd Comms use this data to make the platform secure, to generate analytics and show users different content. You will be invited to opt in to allow your profile to be visible to other attendees at the event, and to allow other attendees to contact you via the platform during the event. Any additional information you input to create your profile for the virtual conference is entirely optional.

No other third-party providers have access to your data, unless specifically required by law.

4. How long we keep it

We will retain your data for a period of 6 months. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the right to request to see this information, rectify it or have it deleted. You have also the right to know what of your personal data we are processing (right of access). For any inquiry on your data, please contact us via email at dataprotection@ria.ie and reference Privacy Notice ADM-002.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Officer at dataprotection@ria.ie or in writing at Academy House, 19 Dawson Street, Dublin 2, D02 HH58, Ireland. Our DPO will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland and file a complaint with them.