

## Privacy Notice (POL-001)

### 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:

- Name and surname
- Email address

### 2. Why we need it

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

- Name and surname – we need this information to identify your submission and for follow up communications.
- Email address – we need this information to contact you for follow up communications and for any clarifications on your submission.

### 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 Office 365, Admincontrol, JotForm, AWS and on Academy file servers which are in the EEA.

Your data will be accessed by the Policy Department and shared securely with the approximately 30 members of the Taskforce composed of individuals from outside the Academy.

Your submission will be used to generate reports from the Taskforce. These reports will be launched publicly and viewed on the RIA website. These reports will not contain personal data but may contain statistical information about your selected answers / submission and some of your views.

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](mailto:dataprotection@ria.ie) and reference Privacy Notice POL-001.

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](mailto: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.