

Royal Irish Academy  
Social Sciences Committee  
Rural Conversations Series

The Royal Irish Academy respects your right to privacy. Personal contact information supplied when booking for this event will be used to contact you closer to the event date with a reminder and further details; we will also contact you to seek your feedback post event. Elements of this event will be audio recorded and photographed for documentation and promotional purposes.

Personal data obtained as a result of this booking will be stored on the Eventbrite system (Eventbrite's privacy policy is available [here](#)) and will be downloaded and stored securely on the Royal Irish Academy servers in advance of the event for administrative and audit purposes, i.e. your name, ticket category (e.g. student) and indication of consent for photography and inclusion of your name and institution on the rapporteur's report. If you do not indicate consent, this will be noted for administrative purposes. This will be securely deleted on completion of the retention period. Only authorised personnel will have access to this information. You may request a copy of your personal data held by the RIA; you may also request that your data be amended; that unfair processing cease; or you may request that your data be deleted.

## I. Transparency Statement

### **General Statement**

This statement relates to the Royal Irish Academy's (RIA) Data Protection practices in connection with the collection and processing of information for the purposes of producing and reporting the the Rural Conversations series.

The RIA respects your right to privacy and will not collect any personal information without your clear permission. Any personal information which you volunteer to the RIA will be treated strictly in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (EU 2016/679).

### **Collection and Use of Personal Data for the Purposes of Administering the Rural Conversations Series**

Your data are securely held on secure RIA servers, where your data are input into secure spreadsheets. Access is granted only to nominated project managers and administrators, and to assessors as appropriate. The purpose for which it is held is for the administration of this series, internal reporting, reporting to the funders of the project: Department of Rural and Community Development, National University of Ireland Galway, Dundalk Institute of Technology and the Waterford Institute of Technology.

### **Collection and Use of Personal Data for the Purposes of Reporting the Rural Conversations Series**

A rapporteur's report will be produced for the Rural Conversations Series. Details of attendees may be included in that report, and your permission is sought for that, either below or through the checkbox on the Eventbrite booking system.

## **Retention Policy**

Personal data will only be retained for as long as required to administer this project, for audit purposes and for the use of researchers.

## **Disclosure of Personal Information**

Any other disclosures will only be made in accordance with the provisions of the GDPR.

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

## **2. Photography**

Your photographs or images are your personal data.

The Royal Irish Academy ('the Academy') aims for compliance with the General Data Protection Regulation (GDPR; EU 2016/679) effective 25 May 2018. The new data regulation is aimed at ensuring that you have more control of your data and are fully informed about how we use your data. To enable our compliance with the GDPR, we need you to provide explicit consent to the collection of your photograph and to retention of photographs of you which we would like to retain for reference, publication and future research purposes.

To enable you to give informed consent please read the following carefully.

### **How we obtain images of members of the public:**

We sometimes commission a photographer to take photos at events such as conferences or launches etc. Occasionally, Academy staff members will take photos on our behalf.

Photographs may be of individuals or of groups, or shots of a large, less identifiable group (for example a shot across a room of people).

You should always be asked for your permission to be photographed individually or as part of a group. You may be asked for consent when you register for the event or when an acknowledgement is emailed to you. Alternatively, you may be asked on the day for permission and presented with a document for signature.

### **What we do with images:**

Firstly, most images are electronic and are held on a secure folder accessible by designated staff only. Typically, these are Communications staff, or the Webmaster, or Library staff. **Images may be used for:**

- The Academy website;
- Social media (e.g. Facebook; Twitter);
- the *RIA Annual Review* (print and online formats);
- occasional newsletters (online) or other Academy publications;
- shared with the Rural Conversations series' sponsors: the Department of Rural and Community Development, National University of Ireland Galway, Dundalk Institute of Technology, Waterford Institute of Technology;
- the rapporteur's report for the Rural Conversations series;
- or your image might be supplied to a third party, e.g. a media outlet, newspaper or another institution, for publicity purposes, for a feature or news article.

The Library catalogues and holds archival copies of selected images as a record of activities over time and these could be used for historical research in the future. The Library catalogues photographs to enable their retrieval. Duplicate images and images not judged to meet quality control standards are securely deleted.

**Your rights under GDPR:** For the purposes of the Data Protection Act 2018 and GDPR, the Academy is the Data Controller of your data. The Data Protection Officer is Siobhán Fitzpatrick.

You have the right to request access to data which the Academy holds on you, including your image data. You have the right to request rectification of incorrect data, or to update data, or to have data erased. Because photographs may only be taken by consent, consent may be withdrawn at any stage. If you withdraw consent, we shall endeavour to delete images of you unless these have already been published in hardcopy. Please note that we can only take responsibility for images etc. held by the Academy.

### 3. Audio Recording

CREATOR OF AUDIO RECORDING: Real Smart Media on behalf of the [Royal Irish Academy](#)

[Real Smart Media's GDPR statement is attached below, Appendix I.](#)

[Royal Irish Academy's Data Protection Policy is available on \[our website here\]\(#\).](#)

*This statement is regarding the audio recording of the Rural Conversations Series being produced by the Royal Irish Academy, with project sponsorship and partnership by the Department of Rural and Community Development, National University of Ireland Galway, Dundalk Institute of Technology and Waterford Institute of Technology.*

#### **Compliance information: Copyright and data protection**

The purpose of this form is to seek consent for a recording to be taken and subsequently to be used in a number of media, including distribution of audio files for download by the public via the RIA website and/or project partners' websites using Soundcloud which is EU-based and GDPR-compliant – see <https://soundcloud.com/terms-of-use>, YouTube or other social media. Any other outputs will be initiated only with your express permission. The RIA in turn offers a commitment to only permit said recordings to be used appropriately and sensitively. If we become aware of inappropriate use we shall deal with this in a timely manner.

Recordings are saved to our secure network for processing and subsequent publication on the public internet and retained for as long as the content is required for accessibility to the public and researchers. Retention is subject to periodic review. Recordings will also be saved by Real Smart Media (please refer to Appendix I to review Real Smart Media's GDPR statement.)

Resources permitting, recordings will be catalogued by the Library for access purposes and to enable subsequent reformatting for preservation purposes (if required).

Consent forms are retained for audit and record purposes and for the duration of the consent on secure folders (held by organising departments) and a log recording the event details and the names of those recorded is stored on our secure network where access is restricted to authorised personnel only. Personal data are minimised when no longer required and deletion is securely done.

## **Personal data**

Your data in relation to the recordings will be retained on the RIA's secure network and accessed only by designated personnel. The information may be used for internal and external reporting (to the series sponsors and partners).

## **Your rights under GDPR**

We shall retain this consent for the lifetime of the recording and its use. You may withdraw consent at any time: we shall then take down the recording (as appropriate). You have the right to request access to your data; to request rectification of incorrect data or to update your data. You may request that data be erased.

For further information or to make a complaint, please contact the Data Protection Officer, Siobhán Fitzpatrick, [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or phone 00-353-1-6090619

To appeal a decision please write to the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23

By giving my permission via the consent box on the booking page:

- I consent to my being recorded by Real Smart Media on behalf of the Royal Irish Academy.
- I agree to license/assign all performance rights in the recording to the RIA.
- I agree to waive all moral rights in my recorded podcast to the RIA.
- I consent to the processing of my personal data for the purposes of this recording and subsequent publishing. My personal data will be processed in accordance with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR, EU 2016/679). I understand that my recording may be used for publicity in relation to this Rural Conversations series and that copyright in the recordings will be retained by the RIA.

## **General**

Copyright restrictions placed on the Academy prevent the content being sold or used by way of trade.

## APPENDIX I

### GDPR Statement – Real Smart Media

#### **Who we are?**

Real Smart Media is an audio-visual production company based in Dublin. The services we provide include:

- Audio podcasting, mainly of educational and academic material including conferences, events, lectures and discussions. For examples see [HistoryHub.ie](http://HistoryHub.ie), [UCD Humanities Institute](http://UCD Humanities Institute).
- We also provide videography services, mainly to the third-level education sector in Ireland.

The company is run by Mike Liffey. Contact details: [info@realsmartmedia.ie](mailto:info@realsmartmedia.ie). Phone: 00 353 86 3401063.

#### **What data is being collected?**

The data being collected by Real Smart Media as part of this project will be in the form of digital audio files (WAV format). As part of the project these raw recordings will be edited and processed by Mike Liffey and eventually be made available online, in accessible MP3 format, via podcasting services such as Soundcloud and iTunes. The edited files (in WAV format) will be stored locally by Real Smart Media (on hard drive and DVD). The edited podcasts will also be uploaded to the RIA's podcasting services and website and may be archived by the Royal Irish Academy and project

partners to ensure preservation. No sensitive personal data or financial information will be processed as part of this project.

### **What is the legal basis for processing the data?**

The legal basis for processing the data is the written consent of the interviewee to take part in the project by signing the RIA's Recording Consent Form to which this statement is appended or providing consent via the event booking form.

### **Will the data be shared with any third parties?**

As previously mentioned, the edited recordings - once edited and processed - will be "uploaded" and made available online, in accessible MP3 format, via podcasting services such as Soundcloud and iTunes and other related RSS Feed podcast aggregators. Once a recording is uploaded to Soundcloud a user can "share" the content by embedding the podcast on a website they operate and share via social media platforms. This is an important part of disseminating the content to the widest possible audience and is in keeping with the aims of the project. It should be noted that the "shared" file will be identical to the processed "uploaded" file. It is not possible for a user or third party to edit the content of the file itself.

### **How will the information be used?**

Services such as Soundcloud and iTunes often use user-generated information (likes, plays, reviews) to make "further listening" suggestions to their audiences

### **How long will the data be stored for?**

Given the subject matter of the Rural Conversations series and the fact that the series is publicly-funded, the content will be available online for the foreseeable future. The recordings will also be stored locally by Real Smart Media (on hard drive and DVD) and may also be archived by project sponsors/partners to ensure preservation.

### **What rights does the data subject have?**

The data subject has the right to withdraw consent at any stage of the project. The data subject also has the right to preview the podcast before it is made publicly available. This may be done by contacting the Royal Irish Academy at [info@ria.ie](mailto:info@ria.ie)

### **How can the data subject raise a complaint?**

The data subject can raise any recording or production-related issue by contacting Mike Liffey ([info@realsmartmedia.ie](mailto:info@realsmartmedia.ie). Phone: 00 353 86 3401063).

### **Further Information**

If you have any queries or seek clarification on any aspect of this document, please contact Siobhán Fitzpatrick, 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:

Phone: 00 353 1 6090619

Email: [dataprotection@ria.ie](mailto:dataprotection@ria.ie)

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here:

<https://www.ria.ie/privacy-and-data-protection>