

## Transparency notice for members of the public in relation to photographing and filming at Academy Discourses

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/or image and to retention of photographs and/or images 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 and/or a film crew to take photos and/or film at events such as conferences or launches etc. Occasionally, Academy staff members will take photos and/or capture footage on our behalf.

Photographs or footage 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 or filmed individually or as part of a group. You will be asked for consent when you register for the event. 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 *Annual Review* (print and online formats);
- occasional newsletters (online) or other Academy publications;
- 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.

Please see over...../

## Transparency notice for members of the public in relation to photographing and filming at Academy Discourses

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 or images 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.

If you do not consent to the collection, use or archiving of your image we shall cease further processing as appropriate.

Consents must be retained for the duration of consent in compliance with GDPR. These are securely held.

To enquire about your rights or to make a complaint please contact Siobhán Fitzpatrick, Data Protection Officer, [dataprotection@ria.ie](mailto:dataprotection@ria.ie) or phone 00-353-1-6090619. Appeals may be made to the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23

Data Protection Officer, 2 May 2018