

Transparency statement of the Royal Irish Academy’s publishing house

Contents

Transparency statement of the Royal Irish Academy’s publishing house	1
Customers	2
Sale of publications online	2
Sale of publications in Academy House or at a launch	3
Irish Texts Society (ITS): publications available for sale on our website	3
Irish Texts Society: Membership	3
Subscribers	3
Suppliers	4
Unsolicited CVs	4
Authors and contributors	4
Books	4
Journal contributors	5
Copyright assignment/licensing and permissions for articles or books submitted	8
Referees for journals and books	8
Mailing lists	8
Event management	9
Administration	10
Minutes	10
Enquiries to the Publications Office	10
Further information	11

This statement relates to the protection of personal data of those who work with the Royal Irish Academy's publishing house. We respect your right to privacy and will not collect personal information without your clear permission. Any personal information which you volunteer will be treated in accordance with the Data Protection Acts 1988-2003 and 2018, the General Data Protection Regulation (GDPR) EU 2016/679, and the e-Privacy Regulation 2018.

The Royal Irish Academy is the Data Controller in relation to the protection of personal data held by us. We undertake not to share your data with third parties except as indicated below, nor to use it for purposes other than those outlined below. We shall keep your data secure, and it will be accessed by designated Academy staff only, or occasionally by third parties for system troubleshooting purposes.

Back-up data are held in the Cloud within the European Union and in compliance with the EU's General Data Protection Regulation.

You may contact the Publications Office at any stage to amend your contact details or have your personal data deleted.

Customers

Sale of publications online

We have a bookshop on our website: www.ria.ie. This is what happens to your data when you buy an item from the shop:

1. Your name, address and email details are stored on the website in our secure shop area. These data are kept for three months and are securely deleted thereafter.
2. We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit-card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.
3. When an order is being processed, an invoice is raised in our accounting system. The order number and customer name appear in the description field. No other details are recorded in the system. Invoices are retained for 7 years for revenue purposes.
4. A hard copy of the original order is kept for 7 years, to comply with financial regulations, and securely shredded thereafter.

Sale of publications in Academy House or at a launch

We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.

Irish Texts Society (ITS): publications available for sale on our website

When an order comes in for an ITS publication it is dealt with in the same way as an order for any other publication. Customers' data are not shared with the Irish Texts Society.

Irish Texts Society: Membership

The Irish Texts Society (ITS) is the Data Controller of ITS members' data. The Academy is the data processor in this case and undertakes to treat ITS members' data with the same degree of care as Academy customer data. In the event of a data breach involving ITS data, we shall inform the ITS, the Academy's Head of IT and the Data Protection Officer as soon as this becomes apparent and let the society know the extent of the breach, the implications for personal data of the society's members (if any), and the measures taken to contain and resolve the issues.

Orders for ITS membership include the customer's name, address and email details. These details are emailed to the Honorary Treasurer of the society, who contacts the customer directly to confirm membership. The Honorary Treasurer gives members a code to avail of the Academy web-shop discount. The Academy does not keep records of ITS membership once the Hon. Treasurer has acknowledged receipt.

Subscribers

If you hold a personal subscription to any of our six journals:

1. We will log your personal details on a spreadsheet here in the Academy so that we can send you a copy of the journal and remind you when your subscription is expiring.
2. With permission, we will also transfer your email address to JSTOR, the organisation that hosts our journals electronically, to enable JSTOR to contact you to set you up with online access. JSTOR is a North American company and it operates the principles of the Privacy Shield. As a not-for-profit organisation it is precluded from receiving certification from the Department of Commerce under the EU-US

Privacy Shield which commits to the protection of EU user's data, but JSTOR is committed to the principles of the Privacy Shield. When we request permission, we will share JSTOR's privacy statement with you and JSTOR will be in touch so that you can set up your account directly. That statement can be found here: <https://about.jstor.org/privacy/>.

3. We use a third party to process credit card payments: the GDPR-compliant Global Payments: Realex system. Credit card data are not stored by the Academy and are only retained by Global Payments for the duration of the transaction of processing a subscription payment, during which the information is encrypted and securely held. Global Payments does not transfer or share any data relating to the Academy with any third party.

Suppliers

Unsolicited CVs

The Publications Office receives unsolicited CVs from people who wish to work for the Academy either in a freelance capacity or in-house. We do not retain these CVs, dispose of them securely and will encourage you to monitor the Academy's website for vacancies.

Authors and contributors

Books

When you propose to become an author of a book with the Academy, this is what happens:

1. The summary details of your proposal are recorded in a spreadsheet and kept indefinitely.
2. The proposal is reviewed by the Managing Editor with reference to the publication policy of the Academy and either rejected if it does not fit that policy or added to the agenda for the next meeting of the Publication Committee.
3. In the latter case, your proposal form is circulated by email to the Publication Committee for assessment.
4. If your proposal is successful, the proposal document is saved digitally in a folder on our Publications Office server indefinitely with the rest of the files relating to the publication of your book. If rejected, the proposal will be securely deleted after 3 years.

5. Contracts with authors are signed and retained digitally and are also held securely in hard copy in the Publications Office. These contracts contain personal data such as names, addresses. The contracts are kept indefinitely for record purposes.
6. With your permission, your biography and photographs will be stored in a folder in our Publications Office server, and used on the Academy website, in social media, and may be supplied to newspapers, bookshops, magazines, etc., to promote your book.
7. Your name and contact details will be added to our author/contributor database. We keep these data indefinitely as a legitimate business interest for the fulfilment of ongoing contractual obligations.
8. You will be asked if you wish to be added to our mailing list of authors, whom we communicate with using the Academy's secure contacts database, Salesforce, and via [MailChimp](#), for the purpose of producing your work, subsequent promotional activities and invitations to launches and related events.

Journal contributors

Biology and Environment, Irish Journal of Earth Sciences

Journal referees

When you agree to referee a paper for one of these journals, personal data such as your name, your email address, your place of employment and your area of expertise will be securely stored in our journal management system, Manuscript Manager, which is compliant with GDPR, for the purposes of journal production and the peer review process. This data will only be accessible to members of the publications department, and Manuscript Manager IT specialists and will be minimised as much as possible. After you have completed your review of the paper, this personal data will be retained in a database in our journal management system for five years, and backed up on our internal servers in order to allow publications staff to use you as a referee again. After this period, the data will be deleted, but may be deleted earlier if you request it.

Journal Editors

When you become an editor for one of these journals, personal data such as your name, your email address, your field of expertise and your place of employment will be securely stored in our journal management system, Manuscript Manager, which is compliant with GDPR, for the purposes of

journal production and the peer review process. This data will only be accessible to select members of the publications department, and will be stored as long as you are an editor. Once you are no longer an editor, personal data will be retained for three years for the smooth transition of the journal. After this period, this data will be minimised, but some details such as your name and the dates of your editorship will be retained indefinitely for record purposes in the Academy's archives.

Journal authors

When you submit a paper for publication in one of these journals this is what happens:

1. Your paper is logged securely in our journal management system, Manuscript Manager, which is compliant with GDPR, and sent to the academic editor of the relevant journal for assessment.
2. Some personal data such as your name, your email address, your place of employment and your area of expertise may be securely retained in our journal management system for the purposes of journal production and peer review.
3. Your anonymised paper is then forwarded within the system to referees for peer review.
4. You will be notified of the outcome of the peer review process. If successful you will be asked to sign a copyright form, which will be retained digitally and also held securely in hard copy in the Publications Office. These copyright forms contain personal data such as names and addresses. The forms are kept indefinitely for record purposes.
5. Whether accepted or rejected, your paper is saved in Manuscript Manager and in a folder on our Publications Office server with all correspondence relating to it, including referees' reports, for 3 years only, after which time it is deleted.
6. Your personal data may be retained for three years in Manuscript Manager in order to allow publications staff to request for you to be a referee for future papers. After this period, the data will be deleted, but may be deleted earlier if you request it.
7. Whether your journal submission is accepted or rejected, tracking data related to your paper are retained indefinitely, with personal data minimised.

Mathematical Proceedings of the Royal Irish Academy, Ériu, Proceedings of the Royal Irish Academy, Irish Studies in International Affairs

Journal referees

When you agree to referee a paper for one of these journals, personal data such as your name, your email address, your place of employment and your area of expertise will be securely stored on our internal system, for the purposes of journal production and the peer review process. These data will only be accessible to members of the publications department, and will be minimised as much as possible. After you have completed your review of the paper, this personal data will be retained in a database on our system for five years, in order to allow publications staff to use you as a referee again. After this period, these data will be deleted, but may be deleted earlier if you request it.

Journal Editors

When you become an editor for one of these journals, personal data such as your name, your email address, your field of expertise and your place of employment will be securely stored on our internal system for the purposes of journal production and the peer review process. This data will only be accessible to select members of the publications department, and will be stored as long as you are an editor. Once you are no longer an editor, personal data will be retained for three years for the smooth transition of the journal. After this period this data will be minimised, but some details such as your name and the dates of your editorship will be retained indefinitely for record purposes.

Journal authors

When you submit a paper for publication in one of these journals this is what happens:

1. Your paper is logged and sent by email to the academic editor of the relevant journal for assessment.
2. Some personal data such as your name, your email address, your place of employment and your area of expertise may be securely retained in our journal management system for the purposes of journal production and peer review.
3. Your anonymised paper is then forwarded by email to referees for peer review.

4. You will be notified of the outcome of the peer review process. If successful you will be asked to sign a copyright form, which will be retained digitally and also held securely in hard copy in the Publications Office. These copyright forms contain personal data such as names and addresses. The forms are kept indefinitely for record purposes.
5. Whether accepted or rejected, your paper is saved in a folder on our Publications Office server with all correspondence relating to it, including referees' reports, for 3 years only, after which time it is deleted.
6. Your personal data may be retained for three years in our journal management system in order to allow publications staff to request for you to be a referee for future papers. After this period, the data will be deleted, but may be deleted earlier if you request it.
7. Whether your journal submission is accepted or rejected, tracking data related to your paper is retained indefinitely, with personal data minimised.

Rights for all journal contributors

You have the right to request a copy of your data; the right to rectify incorrect data; to update your details; to object to unfair processing; and the right to request erasure of your data.

Copyright assignment/licensing and permissions for articles or books submitted:

Copyright forms and permissions are kept in hard copy in a file in the Publications Office, and digital copies are also kept in a secure folder on the Publications Office server. These data are collected for record and audit purposes and are not used for any other purpose.

Referees for journals and books

The names of referees, along with their postal address, email address and phone number, are kept in an Excel database in a secure folder on our Publications Office server. The details are only used for the purpose of refereeing journal articles or book proposals.

Mailing lists

1. The Academy has a mailing list you can subscribe to. View the associated transparency statement here:
<https://www.ria.ie/sites/default/files/mailchimp.pdf>. When you sign up to the mailing list you will automatically be subscribed to the Academy's

monthly newsletter and can choose to receive updates in relation to our publications, book launches and events, offers and discounts.

- For the purposes of newsletters or other Academy communications that are distributed via MailChimp, the Academy is the Data Controller for your data (we have primary responsibility for safeguarding your data) and MailChimp is a Data Processor (MailChimp is contracted to distribute our newsletters to you). Please be aware that MailChimp will store your name, contact details, IP address and any other data you supply using the facility. Please see MailChimp's Privacy Policy here: <https://MailChimp.com/legal/privacy/>.
- 2. The Publications Office maintains a mailing list of names and contact details of people who have expressed an interest in attending lecture series, launches and events organised by our office. If you have expressed such an interest, your data will be input to MailChimp. This MailChimp list is reviewed annually by the publishing team and irrelevant data are deleted.
- 3. At the time of publication of a book or journal, an author will supply the personal contact details of individuals whom they would like to be invited to the launch or to receive notification of the release of the book. When we issue the invitation or release notification, we will ask if these individuals would like their details to be retained, to enable us to invite them to similar future launches or events. After the launch administration is complete, we retain contact details only for those individuals who have granted permission for us to do so. All other contact details are deleted.
- 4. We maintain a list of professional book reviewers in the Academy's secure contacts database, Salesforce, to communicate with them, using MailChimp, about new publications.
- 5. We maintain a mailing list of bookshops, institutions and literary organisations, which we communicate with using MailChimp. Such correspondence is to release news about our publications, and organisations have the option of unsubscribing from this list at all times. The list is reviewed annually and irrelevant data are deleted.

Event management

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

Administration

Minutes

Names of those attending meetings to conduct the business of the Publications Office are retained on minutes. The minutes of the meetings of the Publication Committee and of the Editorial boards of the six journals we publish are kept indefinitely and archived by the Academy's Library as institutional records for archival and future historical research reasons. The minutes of working groups established to achieve a particular goal of the Publication Committee or Publications Office are also retained indefinitely, if considered necessary for the archive of the office. Routine operational correspondence is not kept.

Enquiries to the Publications Office

The Publications Office receives enquiries by email and letter, as well as by phone and in person. These are dealt with on the spot and the correspondence deleted. Many enquiries relate to copyright, the sale of publications or proposals for publications, each of which are dealt with in this transparency statement.

Email

The geographically and institutionally diverse nature of our publishing projects means that the bulk of our communication is by email. These emails serve as a record of critical project decisions and milestones, the rationale for their having been taken and ultimately as the historical record of the publishing house. Emails are the institutional memory of the publishing house and we have constant recourse to the email archive as a knowledge management resource.

With the exception of routine operational emails which are deleted when no longer current and queries from outside individuals which are deleted on completion of the query, the Academy securely retains and archives the emails for ten years in Microsoft Office 365. Remote backups are made by RIA IT staff. Retained emails are concerned with:

- governance and management, incl. appointment of editors (collected for governance, audit and reporting purposes);
- financial drawdowns (collected for audit and reporting purposes);
- book and journal content development and production of the publications;
- outreach activities (for management and audit purposes);

After ten years emails are reviewed and those of historical importance in relation to the evolution and development of the publishing house are retained as an aid to long-term project memory and later for historical research purposes.

Further information:

You have the right to request a copy of your data; to rectify incorrect data; to update data; to object to unfair processing of your data; to restrict processing; and to withdraw consent for retention of your data. You also have the right to request erasure of your data.

To request a copy of the data that the Publications Office holds on you, or to lodge a complaint, please contact the Academy's Data Protection Officer, Siobhán Fitzpatrick, in the first instance: email dataprotection@ria.ie or write to Data Protection Officer, Royal Irish Academy, 19 Dawson Street, Dublin D02 HH58. Appeals may be made to the Office of the Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland.

All enquiries will be dealt with in confidence. The Royal Irish Academy's Data Protection policy is accessible here: <https://www.ria.ie/data-protection-policy-procedures-and-guidelines>.

Reviewed and revised in January 2020.