



**Data Protection Notice**  
**(revised April 2020)**

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities, we will collect, store and use personal data in respect of individuals (“data subjects”) participating in our funding application and award processes. We may also collect, store and use personal data on individuals who engage with us in relation to our activities. The Irish Research Council is committed to reflecting best practice in complying with data protection regulation.

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## **WHO ARE WE?**

The Irish Research Council, with an address at 3 Shelbourne Buildings, Crampton Avenue, Ballsbridge, Dublin 4, is an associate agency of the Department of Education and Skills, under the aegis of the Higher Education Authority (HEA), and has the following mandate:

- To fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning
- To support the education and skills development of excellent individual early-stage researchers and to cultivate agile independent researchers and thinkers, while offering a range of opportunities which support diverse career paths
- To enrich the pool of knowledge and expertise available for addressing Ireland's current and future needs, whether societal, cultural or economic, and to deliver for citizens through collaboration and enabling knowledge exchange with Government departments and agencies, enterprise and civic society
- To provide policy advice on postgraduate education, and on more general research matters, to the HEA and other national and international bodies. In giving us this role, Government requested that particular attention be given to the Arts, Humanities and Social Sciences.

## **PURPOSE OF THIS DOCUMENT**

This notice sets out the basis on which any personal data we collect from you, or from others, will be used by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Acts 1988 - 2018 (as amended) and the General Data Protection Regulation (the GDPR) (the Acts), the Irish Research Council is the data controller in the performance of its mandate.

The Data Protection Officer (DPO) for the Irish Research Council may be contacted by email at [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the "How can you contact us?" section below.

## **WHAT PERSONAL INFORMATION DO WE COLLECT FROM YOU?**

The types of personal data that we collect and use depends on your particular role in a funding application, an award administration process or in other interactions and partnerships with the Council.

As a data subject, your role could be any of the following:

- Grant applicant
- Awardee
- Expert assessor

- Referee
- Academic supervisor or mentor
- Enterprise or Employment Partner mentor
- Member of staff of host institution
- Other individuals or staff of organisations that engage with us in the carrying out of our activities

For all categories of participants in Council application and award processes, we will collect and use your name, gender, date of birth and email address. Additional information will be collected and used depending on the role you fulfil in a funding scheme or other engagement with the Council. Further information is provided in the sections “You may give us personal data by” and “What information about you do we collect from others?” (below) and in Appendix 1.

The term “personal data” means any information concerning or relating to a living person who is either identified or identifiable.

We may collect Special Category Personal Data, including health-related information, from time to time. Although this type of information is generally not specifically requested it is sometimes provided, for example, in support of a request for an extension to a funded award. When we do receive this data, steps are taken to ensure that it is processed and stored securely.

### **YOU MAY GIVE US PERSONAL DATA BY:**

- Applying for funding and/or using our online application systems. The type of information collected includes your name; email address; telephone number; postal address; gender; date of birth; nationality; ORCID ID; and other data depending on the type of application, including but not limited to information about your academic qualifications; prior work experience and current employment status; publications and other research outputs; information about the proposed research and training related activities; and bank details for payment (assessors only). We also collect information about when you accessed the online application system, what changes you made in your application or other forms and/or in your profile, and about the device from which you have accessed the system.
- Submitting progress, final or financial reports on a funded award.
- Corresponding with us by phone or email. We ask you to disclose only as much information as is necessary to submit a question or a suggestion/comment.
- Subscribing to our mailing list through [www.research.ie](http://www.research.ie) (our website).
- By posting messages or comments through social media accounts, including but not limited to Twitter and LinkedIn. We do not use data you share with us on social media for any purposes other than communicating with you on the given channel.
- Completing surveys issued by the Council on matters pertaining to its activities, programmes and policies.
- Registering to attend events/meetings convened by the Council.

## WHAT INFORMATION ABOUT YOU DO WE COLLECT FROM OTHERS?

We may collect/process personal data on you from others. This includes:

### Personal data on applicants or awardees, supervisors/mentors and referees

- Details provided by referees, supervisors, mentors and host organisations when applicants apply for a research grant.
- Details provided by other research funding bodies under collaborative funding arrangements, where the other body is responsible for running the call.
- Personal data on supervisors/mentors (academic or enterprise/employer).
- Details provided by higher education institution/research performing organisation when you are registered as a supervisor or academic mentor by that institution's authorised officer. The type of information provided includes your name, position and contact details.
- Details provided by applicants when they are proposing you as their referee or non-academic mentor. The type of information provided includes your name and contact details.

### Personal data on awardees

- Details provided by supervisors, mentors and host research institutions as part of progress reporting on a funded award.
- Information from host research institutions pertaining to student registration, start dates and completion dates for qualifications or other funding status.
- Details provided by other research funding bodies under collaborative funding arrangements, where the other body is responsible for administering progress reporting on a co-funded award.

### Other individuals

- Information collected by the Higher Education Authority when you apply to work with us. The type of information you may provide includes your CV; a cover letter; your name, address, email address and phone number; your employment history and education (degrees obtained, places worked, positions held, relevant awards, and so forth). We ask that you do not disclose sensitive personal information (e.g. gender, height, weight, medical information, religion, philosophical or political beliefs, financial data) in such applications.

## WHY DO WE COLLECT THIS INFORMATION?

We collect and use personal information to carry out our mandate. We use the information collected to:

- Process grant applications submitted to us
- Commission expert assessments of eligible applications for funding received by us
- Select applicants for funding under individual programmes
- Make payments to Irish research bodies in respect of awards
- Collect contributions from co-funding partner organisations
- Fulfil any reporting duties attaching to our funding
- Meet our reporting and other contractual obligations for awards funded or co-funded by the European Commission or other international entities, where applicable

- Publish information about awards granted on our website and to promote our awards using various communication means, including online
- Monitor the progress of individual awards and to monitor the career progression of awardees and former awardees
- Monitor and review the use of exchequer and other funding, including publishing statistics on trends in applications and funding, including areas such as discipline, career stage and gender
- Review or evaluate individual award programmes, including processes and procedures relating to application, assessment and post-award
- Assess the impact and demonstrate the value of publicly funded research
- Carry out policy and strategy studies
- Carry out payment, administration and review of any award
- Maintain our database of awards on our website
- In conjunction with the HEA as appropriate, to process applications to work with us, including by assessing qualifications, verifying information, conducting reference or other employment-related checks, and notifying you of future opportunities that might be of interest to you
- To deliver our newsletter, where you have subscribed to our mailing list
- To administer and improve our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes
- As part of our efforts to keep our website safe and secure

## **WHAT ARE THE LEGAL BASES FOR THE COLLECTION AND USE OF YOUR DATA?**

The following are the legal bases on which we collect and use personal data:

- Where processing is necessary is for the performance of a task in the public interest or in the exercise of official authority vested in us as an agency under the aegis of the Higher Education Authority
- To comply with our legal obligations
- To perform our contract with you.

Special Category Personal Data, including health-related information, may be collected and used from time to time. Although this type of information is generally not specifically requested, it is sometimes provided, for example, in support of a request for an award suspension. We request and use any Special Category Personal Data where necessary to administer awards, as per our mandate.

## **WHO DO WE SHARE THIS INFORMATION WITH?**

We may share your personal data with selected third parties in the carrying out of our mandate.

These third parties include:

- The Higher Education Authority (and their auditors), the Department of Education and Skills or other relevant government departments, including for purposes connected with preparing ministerial or departmental briefings
- The European Commission
- Funding partners, including enterprises, not-for-profit organisations, government departments or agencies, and research funding agencies in other countries
- [Research-performing institutions eligible](#) for Irish Research Council funding
- Expert assessors
- Competent regulatory authorities and bodies as requested or required by law
- The public, as users of our website
- Consultants who carry out reviews or evaluations of programmes or other aspects of our activities
- Third-party service providers, including IT service providers. See Schedule 1 below for a list of current third-party service providers.

In addition, we may share your data with third parties if we are under a duty to disclose such information in order to comply with any legal obligation; in order to enforce or apply our terms of use and other agreements; or to protect our rights, property or safety, our customers, or others.

## **HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?**

The time periods for which we retain your information depends on the type of information and the purposes for which we use it. We will keep your information for no longer than is required or permitted.

For further information on the periods for which your personal data is kept, please see our data retention policy in Schedule 2.

## **DO WE TRANSFER YOUR INFORMATION OUTSIDE THE EUROPEAN UNION OR EUROPEAN ECONOMIC AREA?**

The data that we collect from you may be transferred to and stored in countries outside the European Economic Area (EEA) for which there is or is not an adequacy decision relating to the safeguards for personal data from the European Commission.

Because of the nature of our functions and activities, personal data is stored in the cloud and accessed by international evaluators, mentors, referees, financial officers and participants worldwide. Standard Contractual Clauses have been put in place to ensure protection of your personal data. You may obtain a copy of those safeguards by contacting [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the “How can you contact us?” section below.

The location of technical support desks for third-party service providers may be outside of the EU/EEA. Currently these include SmartSimple and WizeHive. In addition, we use Twilio as a third-

party processor in order to send emails from our SmartSimple online system; Twilio processes emails outside the EU.

All assessors, some of whom may be based outside the EU/EEA, agree to a declaration of confidentiality to not disclose any information about the applications or any matter relating to them.

## **DO WE USE AUTOMATED DECISION-MAKING AND PROFILING?**

We do not use automated decision-making/profiling in any of our activities.

## **WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA?**

You have the following rights:

- To access the personal data we hold about you
- To require us to rectify any inaccurate personal data about you without undue delay
- To have us erase any personal data we hold about you in certain circumstances, such as when it is no longer necessary for us to hold the personal data or, in some circumstances, if you have withdrawn your consent to the processing
- To object to us processing personal data about you, such as processing for profiling or direct marketing
- To ask us to provide your personal data to you in a portable format or, where technically feasible, for us to port that personal data to another provider provided it does not result in a disclosure of personal data relating to other people
- To request a restriction of the processing of your personal data

Where our processing of your personal data is based on your consent to that processing, **you have the right to withdraw that consent at any time, but any processing that we have carried out before you withdrew your consent remains lawful.**

You may exercise any of the above rights by contacting [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the “How can you contact us?” section below.

You may lodge a complaint with your local supervisory authority with respect to our processing of your personal data. The local Supervisory Authority in Ireland is the Data Protection Commission. Its website is [www.dataprotection.ie](http://www.dataprotection.ie).

Please note that we require certain information in order to be able to provide you with our services/carry out our functions. In those circumstances, failure to provide this information when requested may result in us being unable to provide our services to you.

## **WHAT WILL HAPPEN IF WE CHANGE OUR PRIVACY NOTICE?**

This notice may change from time to time. Any changes will be posted on our website and effective when posted. You are advised to review this notice each time you use our services. This notice was last updated on the date appearing at the top of the notice.

## **HOW CAN YOU CONTACT US?**

Our Data Protection Officer can be contacted

By phone: +353 1 231 7100

By email: [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

By post: Data Protection Officer  
Irish Research Council  
3 Shelbourne Buildings, Crampton Avenue  
Shelbourne Road, Ballsbridge,  
Dublin 4, Ireland  
DO4 C2Y6

## SCHEDULE 1: Third-party service providers

Below is a list of typical third-party service providers with whom we may share your data. This list is not exhaustive.

Third-party name	Description of services provided
Amazon	Cloud service provider, hosting data related to applications for funding and awards, including user profiles
Kefron	Storage and archiving
MailChimp	Distribution of our newsletter
Microsoft	Email service provider
ORCID	For tracking of researchers' and alumni outputs and career development using their persistent digital identifier (an ORCID iD)
Pulp	Shredding
SmartSimple and its partners	Online application and award management system
SurveyMonkey	Undertaking online surveys, some of which might collect personal data
Twilio	Email service provider for sending automated email notifications generated by the SmartSimple system
WizeHive	Online application and award management system
WordPress	Hosting of our website and our publicly available database with information about our awardees

## SCHEDULE 2: Retention policy

Categories of personal data	Retention period	Action
Successful funding applications: application forms, approvals, grant offers, signed grant agreements, progress reports and related documents	Permanent	Archive
Unsuccessful funding applications: application forms, assessments and related documents	Call deadline plus 5 years	Delete
Draft applications (did not proceed to full application) and related documents	Call deadline plus 1 year	Delete
User profiles – applicants	Permanent	Archive
User profiles – supervisors/academic mentors	Permanent	Archive
User profiles – non-academic mentors for successful funding applications	Permanent	Archive
User profiles – non-academic mentors for unsuccessful funding applications	Until last form associated with profile is removed	Delete
User profiles – assessors associated with funded applications	Permanent	Archive
User profiles – assessors associated with unsuccessful applications	Until last form associated with profile is removed	Delete
User profiles – assessors not associated with any application	5 years after record created	Review
Routine supporting documentation and background material which assist in work processes (includes routine email and correspondence)	Completion of process plus 5 years	Delete

## **APPENDIX 1: Data on awards**

Data collected on awards will fall into some or all of the following categories:

### **Personal data:**

- Contact details
- Family status
- Nationality/Residency details
- Employment/Voluntary details, including eligibility status and languages
- Banking/Financial details
- Education/Academic experience
- Funding details, historic and current
- Achievements/Memberships

### **Project data:**

- Title, abstract, description of proposal/award
- Categorisation of research
- Financial details
- Project plan
- Details pertaining to anyone associated with the project
- Training and career development plan
- Intellectual property agreements
- Travel/conferences/publications/abstracts/book chapters/press
- Education and public engagement activities
- Ethical approval details
- Details of nominated figures associated with the project, e.g. assessors, referees, etc.
- Institutional details
- Details of non-academic members/partners associated with the project, e.g. enterprise partners, registered charity; cultural organisation; not-for-profit, etc.
- Details collected from national or international research bodies
- Progress reports

Note: This list is a guide to the types of information associated with application to and running of awards, but it is not exhaustive.