

Policy name: Privacy Statement

Approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 This statement relates to our privacy practices in connection with the RIAM marketing website and online services.
- 1.2 We are not responsible for the content or privacy practices of other websites. Any external links to other websites are clearly identifiable as such.

2. General Statement

- 2.1 The Royal Irish Academy of Music (RIAM) fully respects your right to privacy, and will not collect or publish any personal information about you through this website without your clear permission. By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the [General Data Protection Regulation \(EU\) 2016/679](#) (GDPR) and the [Data Protection Act 2018](#). Please read the following privacy statement carefully to understand how we use and protect the information that you choose to provide to us.
- 2.2 Any personal information which you volunteer to RIAM will be treated with the highest standards of security and confidentiality, strictly in accordance with the [GDPR](#) and the [Data Protection Act 2018](#).

3. Collection and Use of Personal Information

- 3.1 RIAM does not collect any personal data about you on this website, apart from information which you volunteer (for example by e-mailing us, by using our online feedback form or by making an application for a part-time or third level course). Any information which you provide in this way is not made available to any third parties, and is used by RIAM only in line with the purpose for which you provided it.

4. Collection of Technical Information

- 4.1 This website uses temporary "session" cookies which enable a visitor's web browser to remember which pages on this website have already been visited. No other information is stored in this cookie. Visitors can use this website with no loss of functionality if cookies are disabled from the web browser.
- 4.2 Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, non-individual basis. This information may include the IP address from which you access our website, the type of browser used to access our website (Microsoft Edge, Google Chrome, Mozilla Firefox, etc.), the type of operating system used to access our website (Windows, Macintosh, etc.), the "top-level" domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website.
- 4.3 RIAM will make no attempt to identify individual visitors, or to associate the technical details listed above with any individual. The technical information will be used only by RIAM, and only

for statistical and other administrative purposes. You should note that technical details, which we cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the [General Data Protection Regulation \(EU\) 2016/679](#) (GDPR) and the [Data Protection Act 2018](#).

5. Use of Your Information

- 5.1 Any information which you provide using contact or application forms is not made available to any third parties and is only used by RIAM in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) or for any reasonably incidental purpose.

6. Disclosure to Third Parties

- 6.1 RIAM does not disclose, sell or distribute any personal information which you send to us to any third parties. We may pass aggregate information on the usage of our site to third parties, but this will not include information that can be used to identify you. Your personal data may also be anonymised and used for statistical purposes. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.
- 6.2 It is the policy of RIAM never to disclose such technical information in respect of individual website visitors to any third party (apart from our internet service provider, which records such data on our behalf and which is bound by confidentiality provisions in this regard), unless obliged to disclose such information by law.

7. Security

- 7.1 RIAM employs security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under GDPR and the Data Protection Act 2018. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

8. Retention

- 8.1 We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) and after this purpose has been completed, we will delete your personal data.

9. Access to your Personal Information

- 9.1 You are entitled to see the information we hold about you. On written request, we supply copies of your personal data which you may have supplied to us using our website. If you wish to obtain copies of this personal data, you should send your request via email to the [Data Controller](#) and ask that he provides you with a Data Access Request Form. If you discover that the RIAM holds inaccurate information about you, you may request that we

correct that information. In certain circumstances, you may also request that data which you have supplied via our website be deleted (although you should note that if you request a deletion, you would generally be expected to identify some contravention of data protection law in the manner in which RIAM processes the data concerned). Upon receipt of an email request the Data Controller will supply you with a Data Rectification/Erasure Form for this purpose.

10. Complaints about Data processed via the Website

10.1 If you are concerned about how personal data is processed via this website, please do not hesitate to bring such concerns to RIAM by contacting our [Data Controller](#).

11. Third Party Websites

11.1 This privacy policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website to which this website contains a link. The inclusion of a link on the website does not imply endorsement of the linked website by us.

12. Further Information

12.1 The RIAM Privacy Policy describes in detail how RIAM protects your rights and privacy.

12.2 Related policies include the Data Protection policy, CCTV policy, Records Management and Retention policy, ICT policy and the Social Media policy.

13. Contact Details

13.1 Data Controller: Kevin Kelleher at email: kevinkelleher@riam.ie

13.2 Data Protection Officer: Theresa Doyle at email: theresadoyle@riam.ie

14. Document Control

Approved by Trinity Academic Council 13th May 2020.

Next review: Academic year 2020/21.