



Irish Architectural Archive

Data Protection and Privacy Policy

(revised May 2018)

The Irish Architectural Archive (the Archive) needs to collect and use personal data (information) about its staff, readers, company members, board of directors and other individuals who come into contact with the Archive.

The Archive operates in compliance with General Data Protection Regulation (GDPR) legislation 2018, as well as the Data Protection Acts 1988 and 2003 in terms of the collection and use of personal data.

The Archive will not disclose personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

to comply with a legal obligation.

to protect and defend the rights or property of the Archive.

to prevent or investigate possible wrongdoing in connection with the Archive.

to protect the personal safety of users of the Archive or the public.

to protect against legal liability.

if we have received authorisation from you to do so.

Data Protection Principles

The Archive undertakes to perform its responsibilities under the legislation in accordance with the eight stated Data Protection principles outlined in the Acts as follows:

Obtain and process information fairly

The Archive obtains and processes personal data fairly and in accordance with statutory and other legal obligations.

Keep it only for one or more specified, explicit and lawful purposes

The Archive keeps personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes.



Use and disclosure only in ways compatible with these purposes

The Archive only uses and discloses personal data in circumstances that are necessary for the purposes for which it collects and keeps the data.

Keep it safe and secure

The Archive takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, data and against accidental loss or destruction.

Keep it accurate, complete and up-to-date

The Archive operates procedures that ensure high levels of data accuracy, completeness and consistency.

Ensure it is adequate, relevant and not excessive

Personal data held by the Archive are adequate, relevant and not excessive in data retention terms.

Retain for no longer than is necessary

The Archive has a policy not to retain personal data for longer than necessary.

Give a copy of his/ her personal data to that individual, on request

The Archive has procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Security Of Data

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect Personal Data, we cannot guarantee its absolute security.

Rights

The Archive aims to take reasonable steps to allow individuals to correct, amend, delete, or limit the use of Personal Data. Anyone wishing to be informed about what Personal Data the Archive hold about them and if they want it to be removed from the Archive's systems, please contact the Archive CEO.

In certain circumstances, an individual has the right:

- To access and receive a copy of the Personal Data we hold about them
- To rectify any Personal Data held about them that is inaccurate
- To request the deletion of Personal Data held about them

An individual can request to obtain a copy of Personal Data in a commonly used electronic format so that they can manage and move it.



Review

This Policy will be reviewed regularly in light of any legislative or other relevant developments.

Personal Data held by the Irish Architectural Archive

Readers Register

Purpose: To identify individuals availing of the reading room services of the Irish Architectural Archive and to provide a record of material accessed.

Data Collected: Name

Category (student, architect, planner, other professional or general public)
Home address and/or
Work address
Telephone, mobile numbers

The original application forms are to be kept for 15 years and then securely disposed of. The data is entered into the Readers Register MS Access database which is stored internally on the Archive server and only accessible to Archive staff. The database also contains links to a record of documents accessed in the reading room by an individual reader and the date of access. A printout of an individual's record can be provided from the database.

Register of Directors

Purpose: The Archive is obliged to maintain a Register of Directors.

Data Collected: Name

Home address
Nationality
Date of birth
Other directorships

The data is held in a database which is stored internally on a password protected drive on the Archive server.

Names and email addresses are also held in the Contacts database (see below)

Register of Members

Purpose: The Archive is obliged to maintain a Register of Company Members

Data Collected: Name

Home and/or business address



Email address

The data is held in a database which is stored internally on a password protected drive on the Archive server.

Names and email addresses are also held in the Contacts database (see below)

Accession Register

Purpose: To identify archival material acquired by Archive and the provenance (donor, lender or vendor) of that material.

Data Collected: Name

Home and/or business address

Email address and/or contact phone number (land line or mobile).

The Accessions Register exists as a hardcopy file. Abstracted information from the Accession Register is also held in two separate databases. Aside from donor, lender or vendor names which are included in the databases, personal information is held in the paper version of the Accession Register only. As the Accession Register is a vital record, it will be kept permanently. Access to the paper version of the Accessions Register is restricted to Archive staff.

Fundraising Data

The Archive maintains information on individuals who have financially supported the organisation. This can include names and addresses, email addresses, bank details (supplied on Standing Order forms) and PPSI numbers (supplied where relevant on Revenue CHY3 Cert forms for claiming back taxes)

The data is held in a spreadsheet which is stored internally on a password protected drive on the Archive server.

All other donor information is held in paper form in the relevant donation file held in a secure filing cabinet. Bank details are kept for the duration of a standing order and for 7 years thereafter. The Revenue CHY3 forms are kept for the five years for which they endure.

Contacts database

Purpose: to record contact details of various individuals who interact with the Archive.

Data Collected: Name

Home and/or business address

Email address and/or contact phone number (land line and/or mobile).



This information is stored in the Archive's password-protected email system (MS Outlook) and is accessible by Archive staff members.

Irish Architectural Archive Staff

The Archive maintains files on individual staff members. Material in the files can include contracts/letters of appointment, salaries information, copies of correspondence, and other documents including doctors certs, which may from time to time be generated over the course of employment.

Hardcopy files on currently staff members are held in a secure filing cabinet. An electronic file is also held on a password protected drive on the Archive server. Files on past employees are held in the Archive's own archive, the index to which is a MS Access database held on a password protected drive on the Archive server.

CCTV

Purpose: Security and invigilation

CCTV is in operation throughout the public spaces of the Irish Architectural Archive. The recordings are stored digitally on a secure hard drive on the Irish Architectural Archive premises and kept for 30 days.

Electronic Newsletter

The Archive's Reader's Registration form asked individuals to supply an email address if they wish to be added to the Archive's e-newsletter circulation database. Individuals can also subscribe to the newsletter via the Archive's website without becoming Registered Readers.

The e-newsletter is published on a monthly basis via Mail Chimp. Names and email addresses are held in the newsletter database which is maintained on the MailChimp platform. This information is held for the purposes of issuing the newsletter only and is not used for any other purpose. Unsubscribe/opt-out information is included on every newsletter issued.

Websites

The Facebook box on the main Archive website (www.iarc.ie) uses Facebook cookies to record certain information. These are covered by Facebook's Cookie Policy – see <https://www.facebook.com/policies/cookies/>

The Archive's catalogue site (<http://iarc.cloudapp.net/>) uses session cookies only and does not retain personal data.

The Archive websites (www.iarc.ie and www.dia.ie) do not use cookies.



The Archive does use Google analytics on its websites. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the Archive's websites. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. An individual can opt-out of having their activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy Terms web page: <http://www.google.com/intl/en/policies/privacy/>.

Archive Collections

Personal data may be found in archival collections held in the Irish Architectural Archive.

In general a thirty-year rule applies to archival collections and it is the policy of the Archive that appropriate closure periods be applied during the listing and cataloguing process to any files or other information deemed to be of a personal nature.

The Archive will process personal information in archival collections for archival and research, subject to the requirement that such processing shall be proportionate, shall respect the principle of data minimisation, shall facilitate anonymisation of possible, and shall be subject to appropriate safeguards for the rights and freedoms of data subjects.

Archive Catalogue

Information on individuals is include in the Archive catalogue – the names of authors of books or pamphlets for example, or the creators and individuals mentions in archival material.

The information includes the following:

Name – first name and surname; titles too many be included

Date of Birth - year only, sources from publicly available datasets, included for disambiguation purposes

Flourit – indication of period during which an individual was active, included for disambiguation purposes

Date of death – year only, included for disambiguation purposes

Epithet – brief description of the induvial (e.g. architect, historian etc), included for disambiguation purposes

The catalogue is publicly accessible at <http://iarc.cloudapp.net/>