



Privacy Notice

Trinity Long Room Hub Arts and Humanities Research Institute, Trinity College Dublin

This is a statement of the practices of the Trinity Long Room Hub Arts and Humanities Research Institute ("TLRH / the Institute"), Trinity College Dublin, College Green, Dublin 2, Ireland in connection with the processing of personal data and the steps taken by the Institute to protect personal data and safeguard an individual's right to privacy. This Privacy Notice should be read in conjunction with the University's Privacy Notice available [here](#).

TLRH actively seeks to preserve the privacy rights of those individuals who share information with the Institute. The personal data which you provide to us will be processed in accordance with Irish and European Data Protection legislation, specifically the General Data Protection Regulation (EU) 2016/679 ("GDPR") and Data Protection Acts 1988 - 2018.

The privacy notice explains the following

- How and why we collect and use personal data
- The purpose and legal basis for processing personal data
- How we store and secure personal data?
- Details of third parties with whom we share personal data
- Your rights under data protection law

How and why we collect and use personal data

The data we collect from you will be used by the Institute in accordance with the purposes outlined in this privacy notice. We collect personal data via website forms, written application forms and documents, email and phone enquiries and surveys. This data may be collected directly from you by our staff or from other systems under the control of Trinity College.

The purpose and legal basis for processing personal data

The personal data we collect from you will only be processed by Trinity Long Room Hub Arts and Humanities Research Institute for the specific and lawful purposes as outlined in this Privacy Statement. Trinity College will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection as set out under Article 5 GDPR.



Specifically, your personal data may be processed for any or all of the following purposes:

Process	Purpose	Legal basis for processing under GDPR
Review and allocate residencies for Early Career Researchers in association with our member schools and the Library	To facilitate the appointment of Early Career Researchers to residencies in the TLRH which facilitates and supports their research and development.	Article 6: Public interest, official authority
Select, appoint, and promote Visiting Research Fellows in association with our member schools and the Library	To facilitate the appointment of Visiting Research Fellows to promote Trinity's profile internationally, enable collaboration between researchers, and to advance knowledge through scholarly research and public engagement	Article 6: Public interest, official authority
Visiting Speakers	To facilitate the participation of external guests to the TLRH events and activities and promote Trinity's profile internationally and enable collaboration between researchers, and to share research insights with the wider community.	Article 6: Public interest, official authority
Events & Newsletter Promotion and Registration including taking photographs at official events	To engage and inform diverse audiences with arts and humanities research. Promotion and evaluation of TLRH events and programmes.	Article 6: Public interest, official authority
Maintain TLRH research alumni Database	Engagement with alumni and follow up on the impact of their relationship with the TLRH for reporting internally and externally.	Article 6: Public interest, official authority
Evaluation of Fellowship programme	For continuous improvement of the programme offering and to maintain academic integrity.	Article 6: Public interest, official authority

TLRH has compiled processing records, in accordance with Article 30 GDPR requirements. If you require further details please contact tlrh@tcd.ie .

How we securely store your personal data

Personal data will be stored confidentially and securely as required by the Trinity College [Information Systems Security Policy](#) and [Data Protection Policy](#).

The University is committed to ensuring that the processing of your data safeguarded by appropriate technical and organisational security measures relevant to the processing in accordance with Article 32 GDPR requirements.

When we store your personal data on our systems the data will be stored either on University premises or on secure IT platforms within the European External Area (“EEA”) or external of the EEA which are subject to Chapter V GDPR requirements.

Details of third parties with whom we share personal data

TLRH will only share your data with third parties where necessary for the purposes of processing outlined in this Privacy Statement. In accordance with Article 28 GDPR, when we share your data with third parties the Service will ensure that the data is processed according to specific instructions and that the same standards of confidentiality and security are maintained.

The following table details the third parties with whom your personal data is shared together with the purposes for the sharing:

European Commission	Essential reporting requirement under the terms of the Marie S. Curie Action (MSCA) Fellowship
Funding Bodies with whom TLRH has a contractual agreement	As required by the individual agreement
Microsoft	Administration
Exordo	Recruitment of researchers
Mailchimp	Communication
SurveyMonkey	Evaluation of programmes
Eventbrite	Event Management
ZOOM	Online webinars and meetings
Social Media: Facebook/ Twitter/ Instagram/Hootsuite/ Google Analytics/Spotify/Soundcloud	Promotion of research achievements, activities and events

How long we retain your data

In keeping with the data protection principle of storage limitation we will only retain your data for as long as is necessary. For the purposes described in this Privacy Statement we will store your data in accordance with the Trinity College [Records Management Policy](#).



Your rights under data protection law

You have the following rights over the way we process your personal data. For further information please see the Trinity College [Data Subject Rights Requests Procedure](#).

Right of Access

You have the right to request a copy of the personal data which is processed by TLRH and to exercise that right easily and at reasonable intervals.

Consent

You may withdraw your consent to TLRH processing your personal data at any time, when consent is the legal basis for the processing. To withdraw your consent, we require you to advise the TLRH in writing.

Rectification

You have the right to have inaccuracies in personal data that we hold about you rectified.

Erasure

You have the right to have your personal data deleted where we no longer have any justification for retaining it, subject to exemptions such as the use of pseudonymised or anonymised data for scientific research purposes.

Object

You have the right to object to processing your personal data if:

- We have processed your data based on a legitimate interest or for the exercise of the public tasks of the University if you believe the processing to be disproportionate or unfair to you.
- The personal data was processed for the purposes of direct marketing or profiling related to direct marketing.
- We have processed the personal data for scientific or historical research purposes or statistical purposes unless the processing is necessary for the performance of a task carried out for reasons of public interest.

Restriction

You have the right to restrict the processing of your personal data if:

- You are contesting the accuracy of the personal data.
- The personal data was processed unlawfully.
- You need to prevent the erasure of the personal data in order to comply with legal obligations.



- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

Portability

Where it is technically feasible you have the right to have a readily accessible machine readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent and if that processing is carried out by automated means.

Cookies

We use information gathered from cookies to help improve your experience of our website. Some cookies are essential so you can move around the website and use its features. Our website also contains third party cookies which are listed in our [Cookie Register](#). You can refuse or consent to third party cookies when you first visit our website or by following the guidelines in our [Cookie Policy](#).

Further information

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact any member of the TLRH staff at: tlrh@tcd.ie.

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Trinity College Data Protection Officer:

Email: dataprotection@tcd.ie

Post:

Data Protection Officer
Secretary's Office, Trinity College Dublin,
Dublin 2, Ireland.

Oifigeach Cosanta Sonraí
Oifig an Rúnaí
Coláiste na Tríonóide, Baile Átha Cliath
Baile Átha Cliath 2
Éire.

If you are not satisfied with the information we have provided to you in relation to the processing of your data you can raise a concern with the Data Protection Commission [via their online form](#).



Definitions

Personal data

Any information relating to an identified or identifiable natural person ('data subject').

Special Categories of Personal Data (Sensitive personal data)

Data concerning health, Personal data revealing racial origin, ethnic origin, political opinions, religious beliefs, philosophical beliefs, trade-union membership. The processing of genetic data for the purpose of uniquely identifying a natural person. The processing of biometric data for the purpose of uniquely identifying a natural person.

Data concerning a natural person's sex life or sexual orientation

Processing

Any operation or set of operations performed on personal data. Processing includes storing, collecting, retrieving, using, combining, erasing and destroying personal data, and can involve automated or manual operations.

Data subject

Someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Data controller

An organisation, such as Trinity College, which determines the purposes and means of the processing of personal data.

Data processor

A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller, traditionally under contract. This does not include TLRH staff who are processing personal data on behalf of the University as part of their employment duties.

Date: 02/02/2021