

Data Privacy and Security

The European General Data Protection Regulation (EU GDPR) entered into force as of 25 May 2018, further strengthening the privacy rights of individuals.

We take your privacy very seriously and therefore ask you to confirm that you have read the AIREN Privacy Notice outlined below, when registering to participate / attend AIREN Project events and registering as a member of the AIREN Network.

Feel free to contact us with any questions in regards to the Privacy Notice, Data Protection and GDPR in general by sending an email to info@airen-network.ie.

PRIVACY NOTICE

AIREN is a joint initiative and collaboration between three universities – University College Dublin (UCD), Ulster University (Ulster) and Queens University Belfast (QUB) - to establish an all island network of research managers and administrators. The AIREN Project was initially funded by InterTradeIreland (ITI, 2021-2023), and is now funded by each of the three collaborating universities to develop and expand the network further and to deliver AIREN events and activities to support research management professionals and AIREN members.

This Privacy Notice describes the way in which we (UCD, Ulster and QUB) deal with the information and data you share with us in order for us to allow you to register for and participate in AIREN Events ("Event") held by the AIREN Project that you would like to attend, you will be speaking at or you are helping to organise, and/or for renewing or newly registering your membership of the AIREN Network (beyond the initial AIREN Project funded by ITI, as a legacy of the Project).

We will process your personal data provided to us (whether in person, via our Membership Platform, or any other means) or otherwise held by us in the manner and for the purposes set out in this Privacy Notice. Collection and processing of your personal data is conducted in accordance with the applicable data protection legislation, the GDPR or UK GDPR respectively.

1. Who is the data controller?

University College Dublin, Ulster University and Queens University Belfast are joint controllers of the personal data collected for the purpose of the AIREN Project and the AIREN Network.

- University College Dublin, National University of Ireland, Dublin of Belfield, Dublin 4, Ireland,
- Ulster University, Cromore Road, Coleraine, Co. Londonderry, BT52 1SA.
- Queens University Belfast, University Road, Belfast, BT7 1NN, Northern Ireland

In case of any requests relating to processing of your personal data or in case of exercising your rights set out in the Clause 4 below, please e-mail us at info@airen-network.ie

2. What personal data do we collect about you and for what purpose?

For the purpose of registering to attend / participate at AIREN Project Event (including Away Days, Workshops and Conference), we collect personal data including your name, organisation, job role, and email contact address.

For the purpose of registering to become a member of the AIREN Network we collect personal data including your name, organisation, job role, and email contact address; and to facilitate networking we also ask members to indicate their areas of expertise and interests. We also collect any optional

information – such as your photo and social media links - you wish to provide and share to facilitate networking and to help us provide information and plan Events relevant to your area of work.. The information you provide in your membership registration will be shown / visible to all AIREN members on the AIREN Membership Platform, to enable members to reach out and connect with other either directly or by raising questions / submitting posts.

For the purpose of reporting on AIREN Project deliverables within the three collaborating universities sponsoring the network – UCD, Ulster and QUB - additional data on your industry sector, and any new efficiencies, collaborations, and research funding applications and projects arising from or facilitated by the AIREN Network, will be collected and reported on aggregated.

For the purpose of your membership in the all-island network we will keep you and your data as an active network member for the duration of your consent.

For the purpose of ensuring functionality of AIREN registration form(s) and the AIREN Membership Platform, we will process your personal data in the extent of Microsoft Teams analytics and related technical data.

3. Who do we share your personal data with?

Your personal data will be shared within the AIREN Management Team comprising members of staff in UCD, Ulster and QUB. The Personal Data will be stored and shared via a designated Project Folder set up with controlled access permissions on Google Drive attached to an EEA based server.

For those presenting at AIREN Events Personal data (your name, organisation, job role) will be issued in the Event announcements issued within UCD, Ulster and QUB and externally to invite attendees to AIREN events, including via the AIREN Members Platform and website.

To facilitate networking your AIREN Event registration data will data will be issued in an Attendee List to all attendees. Information, including any optional information, you provide for AIREN membership will be shared within the AIREN Network.

High level reporting, aggregated data (i.e. not personal / individual level data) will be submitted to within the three collaborating universities sponsoring the network – UCD, Ulster and QUB -:

- attendance and participation numbers at AIREN Events, split between Ireland and Northern Ireland,
- organisation / company names of AIREN Event attendees and participants,
- the number of new efficiencies, collaborations, and research funding applications and projects arising from the AIREN Project and AIREN Network.

Registrations to attend AIREN Events will be processed using either Google Forms or EventBrite. If you use EventBrite, your personal data is transferred internationally, including to countries with less stringent privacy laws than the EEA. Therefore, at all times, AIREN Event registrations can alternatively be emailed to info@airen-network.ie .

The AIREN Members Platform is set up on Microsoft Teams and will be hosted by a service provider in the EEA / UK. The information you provide on the AIREN Members Platform, including your membership registration, will be shown / visible to all AIREN members on the AIREN Membership

Platform, to enable members to reach out and connect with other either directly or by raising questions / submitting posts.

The AIREN website will be hosted by a service provider within the EEA / UK.

An AIREN Twitter account will be used and you can decide whether or not you wish to follow AIREN tweets. AIREN members also have the option of providing / sharing / following each other on social media accounts, should you decide you wish to. See clause 6 also on how we implement the social media networks features.

If required by law, we may share your personal data with government authorities or law enforcement bodies, with external advisors and with other personnel who is subject to confidentiality obligation.

3. What are your rights in relation to the processing?

If you grant us your consent to the processing of your personal data, you do so entirely voluntarily, and you have the right to revoke or restrict the consent at any time. Your rights include: right to access your personal data, right to withdraw consent, right to have your personal data rectified or erased, right to restrict the processing, right to data portability and right to lodge a complaint against us, as a data controller, with the Data Protection Authorities.

If you wish to make use of your data subject rights you can contact: info@airen-network.ie

Data Protection Authorities include:

The Data Protection Commission at <https://www.dataprotection.ie/>

The Information Commissioners Office at <https://ico.org.uk/>

5. For how long do we keep data?

We retain your personal data for no longer than necessary to fulfil the purpose of the AIREN network or for the period explicitly required by the applicable legislation.

Where we process your personal data based on your consent, such personal data will only be processed for the duration of the consent which you may revoke or restrict at any time. If you do so, we will stop processing the personal data concerned.

For attendees registering to attend an AIREN Event, without wishing to register as an AIREN Member, your registration data will be processed for 1 month following the AIREN Event for collecting post event feedback for monitoring the impact and effectiveness of the Events held. Should you wish to, and with your consent, you can continue to receive AIREN Event notices and updates beyond that period.

General records relating to the initial AIREN Project funded by InterTradeIreland (ITI) will continue to be retained in compliance with the audit requirements of the project sponsor ITI. The retention period specified in paragraph 23 of the AIREN contract issued by InterTradeIreland stated that 'The Contractor will keep proper and up to date accounts and records for at least 7 years after the

termination of the Agreement, The Contractor will make these records available to the Body upon request'.

General records relating to the AIREN Network beyond the ITI funded AIREN Project will be retained in compliance with audit requirements of the three collaborating universities – UCD, Ulster and QUB. Financial transactions involving individuals, for example expense claims will be retained for 7 years in compliance with audit requirements.

The personal data for systems functionality will be processed and stored for a period that is necessary for ensuring functionality of the AIREN Members Platform (i.e. in a matter of days or weeks, eventually for duration of the AIREN Network, if necessary). If at any point you wish to have your information removed from the AIREN Members Platform please contact info@airen-network.ie

6. How do we implement the social media networks features?

Where our website and Membership Platform includes social media features, such as Twitter buttons, using these features triggers third-party collection of information about you, including international data transfers of your personal data to countries with less stringent privacy laws than the EEA. Please note that processing of the collected data is governed by policies adopted by these operators of the social media networks and, therefore, this Privacy Notice does not apply.

7. Using of photos from Events

All photos from Events depicting you with your acknowledgment or consent shall be used solely for reporting / presenting the AIREN Project. You are not entitled to ask any reward for such use. You can revoke your consent anytime. In case we would like to make a photo exceeding these above mentioned purposes, we will ask you for a separate consent.

Should you choose to provide your photo for your AIREN membership registration, it will be shown/available on the AIREN Members Platform.

8. What if there are any changes to the processing?

Any changes we may make to this Privacy Notice in the future will be notified to you through the agreed communication channels. You are however advised to periodically review this Privacy Notice for any changes that might have been made.