

Irish Research Council Data Collection Notice

IRC Starting and Consolidator Laureate Awards 2021/22

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one 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.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity:

Personal data are collected to administer the Laureate Awards. This is necessary to identify applicants, determine eligibility and assess proposals. We also need to collect personal data from peer reviewers in order to carry out the review stage of the awards.

Who is the Data Controller?

The Irish Research Council which is part of the Higher Education Authority is the data controller of this data.

What personal data is collected? What is the purpose for processing this data? Who has access to the personal data of data subjects and to whom can they be disclosed?

Please see the table included at Appendix A.

Where did we get your personal data?

Personal data collected for the Laureate Awards is collected directly from the data subject(s) involved.

What is the legal basis for processing your personal data?

The legal basis under Article 6 GDPR for this processing is 6(1)(e)- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The legislation which sets out the core functions of the HEA/IRC is the Higher Education Authority Act 1971.

How long will we retain your data?

Successful applications are retained permanently for accountability purposes, unsuccessful applications are retained for 5 years from date of call deadline, draft applications are retained for 1 year from call of deadline.

When personal data are no longer required we will anonymise the data.

What are your rights regarding your data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

We will never use automated decision making on your personal data.

Contact details for enquiries regarding your personal data

Please contact dataprotection@hea.ie for any queries.

You have the right to lodge a complaint with the Data Protection Commission (dataprotection.ie)

Appendix A

Data Collection Information

The table below details which personal data are collected during applications to the IRC Laureate Awards Program, and who are they accessible to. This includes all information related to reviews of those applications. All data are submitted through the IRCs online grants management system, *SmartSimple*.

Guide to terms/acronyms used, or roles specified, in this document

Applicants (APs) = People who submit applications for consideration for funding

Remote Peer Reviewers (RPRs) = People who agree to complete reviews of applications in the first stage of the review process, these people do not make final funding decisions

Panel Members (PMs) = People who agree to complete reviews of applications and to “review the reviews” of the Remote Peer Reviewers. These people meet with applicants who progress to interview, and these people make the final funding decisions.

HEI/RPO = Higher education institution/Research performing organisation

Laureate Team (LT) = The IRC staff who run the Laureate Awards Program. These people have access to all data submitted through *SmartSimple*

Research offices/officers (ROs) = Staff in HEIs/RPOs who support applicants in making proposals to the Laureate Awards program. Consent of ROs is required for applicants to make applications from an eligible Irish HEI/RPO.

Collected data are described here under the following three headings (see below). Firstly, the data collected on SmartSimple “Data type”. Secondly, the reason why these data are collected “Purpose for collection. Lastly, who these data are revealed to during the normal running of the call “Shared with”. After the call is finished, applicants will be given greater access to reviews, where this is the case the applicant is indicated in [blue text](#). This access to full reviews does not include access to any personal-identifying information about reviewers, however. Nor are the applicants given access to specific scores provided by individual assessors.

| Data type | Purpose for collection | Shared with |
|-----------|------------------------|-------------|
|-----------|------------------------|-------------|

Data Collected from Applicants on *SmartSimple*

| Data type | Purpose for collection | Shared with |
|---|---|-----------------|
| Full Name | To Identify applicants | AP; LT |
| Email Address | To contact applicants | AP; LT |
| Gender | For high-level statistical analysis and to ensure no gender-bias in review process | AP; LT |
| Date of Birth | To Identify applicants | AP; LT |
| ORCID ID | To Identify applicants, verify track record | AP; LT |
| Employment Status with proposed host HEI/RPO | To verify if applicant has secured agreement from host HEI/RPO to employ them if successful | AP; LT |
| Current country of residence | To determine if eligible for relocation expenses | AP; LT |
| Current position | Track record | AP; LT; RPR; PM |
| Current organisation name | Track record | AP; LT; RPR; PM |
| Current Hosting Dept | Track record | AP; LT; RPR; PM |
| Proposed Host Institution Details | To verify if applicant has secured agreement from host HEI/RPO to employ them if successful | AP; LT; RPR; PM |
| PhD Details, incl. PhD certificate and translation if necessary | Track record; determine eligibility | AP; LT; |
| Info on Eligible Career Breaks, e.g. maternity or carers leave. Including official documents | Track record; determine eligibility | AP; LT |
| Info on previously held research funding | Track record, determine eligibility | AP; LT; RPR; PM |
| Various information about the proposal, e.g. project descriptions, selected discipline, abstract, 15-page project description, proposed budget etc. | Assessment of proposals. Note, this info may include collaborator details. We have requested collaborators be referred to by, at most, initials only and using gender-neutral language. | AP; LT; RPR; PM |
| Nominated Peer Reviewers | Aid Reviewer Recruitment | AP; LT |
| Excluded Peer Reviewers | Aid Reviewer Recruitment | AP; LT |
| CV (anonymised) | Assessment of proposals | AP; LT; RPR; PM |
| Track Record (anonymised) | Assessment of proposals | AP; LT; RPR; PM |
| Data Management Plan | Assessment of proposals | AP; LT; RPR; PM |
| Ethics and Sex/Gender plan | Assessment of proposals | AP; LT; RPR; PM |
| Letter of Support from proposed HEI/RPO and head of school | To verify if applicant has secured agreement from host HEI/RPO to employ them if successful | AP; LT |
| Research Ethics Quiz | determine eligibility | AP; LT; RPR; PM |
| Declarations | determine eligibility and seek applicants agreement to call terms and conditions described in the Call Document (here) | AP; LT |
| Rebuttals of Reviewer Comments | Assessment of proposals | AP; LT; PM |

Data Collected from Remote Peer Reviewers on *SmartSimple*

| Data type | Purpose of collection | Shared with |
|---|---|--|
| Full Name | To Identify Reviewer | RPR; LT |
| Email Address | To contact Reviewer | RPR; LT |
| Date of Birth | To Identify Reviewer | RPR; LT |
| Bank Account Details | To pay reviewer | RPR; LT |
| ORCID ID | To Identify Reviewer and determine ability to competently carry out review of proposals | RPR; LT |
| Employment Details | To Identify Reviewer and determine ability to competently carry out review of proposals | RPR; LT |
| Current country of residence | To Identify Reviewer | RPR; LT |
| Current position | To Identify Reviewer and determine ability to competently carry out review of proposals | RPR; LT |
| Current organisation name | To Identify Reviewer and determine ability to competently carry out review of proposals | RPR; LT |
| Comments of the main assessment of the proposals, including the research proposal and the applicant track record etc. | Assessment of proposals. Reviewers requested only to consider information input as part of application. | LT; RPR; PM After call result: AP |
| Scores of the main assessment of the proposals, including the research proposal and the applicant track record etc. | Assessment of proposals. | LT; RPR; PM |
| Comments for Rebuttal | Assessment of proposals. | AP; LT; RPR; PM |

Data Collected from Panel Members on *SmartSimple*

| Data type | Purpose of collection | Shared with |
|---|---|---|
| Full Name | To Identify Panel Member | PM; LT |
| Email Address | To contact Panel Member | PM; LT |
| Date of Birth | To Identify Panel Member | PM; LT |
| Bank Account Details | To Pay Panel Member | PM; LT |
| ORCID ID | To Identify Panel Member and determine ability to competently carry out review of proposals | PM; LT |
| Employment Details | To Identify Panel Member and determine ability to competently carry out review of proposals | PM; LT |
| Current country of residence | To Identify Panel Member | PM; LT |
| Current position | To Identify Panel Member and determine ability to competently carry out review of proposals | PM; LT |
| Current organisation name | To Identify Panel Member and determine ability to competently carry out review of proposals | PM; LT |
| Comments of the main assessment of the proposals, including the research proposal and the applicant track record etc. | Assessment of proposals. Reviewers requested only to consider information input as part of application. | PM; LT After call result: AP |
| Scores of the main assessment of the proposals, including the research proposal and the applicant track record etc. | Assessment of proposals. | PM; LT |
| Stage 1 Panel Consensus Statement | Assessment of proposals. | PM; LT; Stage 1 Unsuccessful AP After call result: All AP |
| Stage 1 Proposal Ranking | Assessment of proposals. | PM; LT; Stage 1 Unsuccessful AP After call result: All AP |
| Stage 2 Panel Consensus Statement | Assessment of proposals. | PM; LT After call result: AP |
| Stage 2 Interview Scores | Assessment of proposals. | PM; LT |
| Stage 2 Funding determinations (subject to acceptance, available funds etc.) | Assessment of proposals. | PM; LT After call result: AP |
| Stage 2 Final Rankings | Assessment of proposals. | PM; LT After call result: AP |

Data Collected from HEIs/RPOs

| Data type | Purpose of collection | Shared with |
|---|---|--------------------|
| Signature of Vice President for Research or Equivalent on Letter of Support | Submitted by applicant; to determine commitment to host applicant by proposed HEI/RPO | AP; LT; RPR; PM |
| Signature of Head of School or Equivalent on Letter of Support | Submitted by applicant; to determine commitment to host applicant by proposed HEI/RPO | AP; LT; RPR; PM |