

Irish Research Council Data Collection Notice

IRC Advanced Laureate Awards 2022/23

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
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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