

National Open Research Forum Open Research Fund

Transparency Statement 2025

General Statement

This statement relates to the National Open Research Forum's (NORF)'s Data Protection practices in connection with the collection and processing of information for the purposes of awarding grants and awards. NORF respects your right to privacy and will only use your personal information for the purposes of administering the above grant application/award. This information, which you volunteer to NORF will be treated strictly in accordance with the General Data Protection Regulation (GDPR).

The coordinating organisation for NORF is the Digital Repository of Ireland (DRI), which is headquartered under the legal entity of the Royal Irish Academy (RIA).

Collection and Use of Personal Data for the Purposes of Administering the Open Research Fund Grant Process

The forms we use

For the purposes of obtaining grant applications, NORF uses the online Jotform service. Jotform is a US system which has EU servers for EU users and is compliant with EU data protection laws. Further information in relation to Jotform GDPR compliance is available [here](#).

For the purposes of assessing grant applications, NORF uses the online Admincontrol service. Admincontrol is an EEA-based system which is GDPR compliant. For Admincontrol's Privacy Statement please go to <https://admincontrol.com/privacy/>

The purposes for which your data are collected and used, where processing the personal data is necessary for the performance of a task carried out in the public interest:

- for peer-review and competitive assessment by the Open Research Fund for the purpose of making awards
- for the administration of individual grant awards, including the submission of progress reports and the making of grant payments
- for accounting and audit purposes
- for reporting purposes (internally and externally – for example, to our funding bodies such as the Higher Education Authority)

In the case of successful grantees select data, limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary award made, may be used for marketing and publicity purposes. Other data supplied will not be used for these purposes and will remain confidential.

What happens to your data once it has been submitted online?

Your data are securely held on Jotform servers before being downloaded onto secure RIA servers, where your data are input into Admincontrol and secure spreadsheets. Access is granted only to nominated grant administrators, and to assessors as appropriate. Business administrators may have access to systems for business continuity purposes. Access is only granted to third party assessors via encrypted connections and is withdrawn upon completion of the assessors' input to the process. Each assessor is also required to sign a confidentiality agreement.

Retention Policy

Personal data will only be retained for as long as required to administer NORF grants and awards and for audit purposes. The following retention schedules will apply:

- a) Jotform applications will be retained only as long as required for input of your data to our grant spreadsheets and will be securely destroyed thereafter.
- b) Unsuccessful applications will be retained for one calendar year for audit and candidate feedback purposes. These data will be securely deleted thereafter.
- c) Successful applications including all personal data will be retained for 3 years to allow for administrative follow-up. These data will be securely deleted thereafter.
- d) Select data limited to name, academic/organisational affiliation, disciplinary background, description of research project, and details of monetary awards made, will be retained for the duration of the project for publicity and marketing purposes and indefinitely for archival and research purposes.
- e) Final project reports outlining the results of projects funded by the Open Research Fund 2025 will be retained indefinitely and deposited with the Digital Repository of Ireland for the use of researchers and policymakers.
- f) All ancillary correspondence and documentation will be deleted 3 years post-date of completion of final grant. Purchase Orders will be retained for 3 years. Expense receipts submitted for the purpose of processing grant payments will be held for 7 years and securely deleted thereafter.
- g) Every effort will be made to minimise applicant data.



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Disclosure of Personal Information

The name, academic/organisational affiliation, disciplinary background, and project description of successful NORF grantees will be published on the NORF website, social media channels and in select NORF publications (e.g. updates relating to the implementation of the National Action Plan for Open Research). For auditing and transparency purposes, NORF must also publish the details of any monetary grant awarded. Any other disclosures will only be made in accordance with the provisions of the GDPR, the Data Protection Acts (1988-2018) and the Freedom of Information Act.

Disclaimer: Please note that NORF does not have control over information/images which are posted on social media once published.

Your rights

Under the GDPR, you have the following rights:

- The **right to be informed** about our collection and use of your personal data
- The **right to access** the personal data we hold about you
- The **right to have your personal data rectified** if inaccurate or incomplete
- The **right to be forgotten** – that is, the right to request that your personal data are deleted
- The **right to restrict the processing** of your personal data
- The **right to object** to us using your personal data for a particular purpose or purposes
- The **right to data portability** – that is, to transmit your personal data to another data controller, where CHI is processing your information under a specific lawful basis
- The **right not to be subject to a decision based solely on automated processing**, including profiling, unless certain conditions are met
- The **right to make a complaint** to the supervisory authority

Further Information

If you have any queries or seek clarification on any aspect of this document, please contact NORF directly at norf@ria.ie

You may request a copy of your personal data held by NORF. The RIA is the Data Controller for your data. To make a subject access request please contact the RIA Data Protection



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Officer: Phone: 00 353 1 6090619 Email: dataprotection@ria.ie, Address: Royal Irish Academy, 19 Dawson Street, Dublin, D02 HH58.

All enquiries will be dealt with in confidence. The RIA's Data Protection Policy is accessible here: <https://www.ria.ie/privacy-and-data-protection>