

Privacy Statement: International Journal of Nursing Research and Practice (IJAMR)

International Journal of Nursing Research and Practice (IJAMR) is a member of the United Publications for Health and Tech Research (UPHTR). IJAMR is the data controller, and UPHTR is the service providers and data processors. UPHTR provides the technical platform and some publishing services to IJAMR and operate under the principle of data minimization where only the minimal amount of personal data that is required to carry out a task is obtained.

What type of personal data do we handle?

There are four main categories of personal data stored by our journal platform, our press platform, and our book management system; Website User data, Author data, Reviewer data and Editor data.

The minimum personal data that are stored are:

- full name
- email address
- affiliation (department, and institution)

Optionally, the user can provide:

- salutation
- gender
- associated URL
- phone number
- fax number
- mailing address

The data subjects have complete control of this data through their profile, and can request for it to be removed by contacting info@uphtr.com

What do we do to keep that data secure?

We regularly backup our databases, and we use reliable cloud service providers (Google Cloud) to ensure they are kept securely. Backups are regularly rotated and the old data is permanently deleted. We have a clear internal data handling policy, restricting access to the data and backups to key

Privacy Statement: International Journal of Nursing Research and Practice (IJAMR)

employees only. In case of a data breach, we will report the breach to the affected users, and to the press/journal contacts within 72 hours.

How do we use the data?

Personal information is only used to deliver the services provided by the publisher. Personal data is not shared externally except for author names, affiliations, emails, and links to ORCID and social media accounts (if provided) in published articles and books which are displayed as part of the article/book and shared externally to indexes and databases.

How we collect and use your data:

1. When using the website

1.1 what data we collect

- When you Submit your article, we ask for full name, email address along with journal policy.
- When you Submit your interest to be reviewer / editor of the journal, we ask for full name, email address along with journal policy.

1.2 why we collect the data

- We use anonymized website usage data to monitor traffic, help fix bugs.

1.3 what we do (and don't do) with the data

- We do not collect personal information that can be used to identify you when you browse the website.

1.4 what to do if you want to get a copy of your data, or want your data to be removed

- Please contact info@uphtr.com to request a copy of your data, or for your data to be removed.

2. When registering as an author, and submitting an article

2.1 what data we collect

- When submitting an article, we never ask you to log in or provide password only certain personal information (such as your name and email address).
- As part of submitting an article for publication, you will need to provide personally identifying information which will be used for the peer review process, and will be published. This can include 'Affiliation', 'Competing interests', 'Acknowledgements'.

2.2 why we collect the data

- Personal data submitted with the article is collected to allow follow good publication ethics during the review process, and will form part of the official published record in order for the provenance of the work to be established, and for the work to be correctly attributed.

2.3 what we do (and don't do) with the data

- We do not share your personal information with third parties, other than as part of providing the publishing service.
- As an author in the system you may be contacted by the journal editor to submit another article / or be informed for new issue.
- Any issue on the platform are freely available to download from the publisher website in PDF formats on the publisher's site.
- Any personal data accompanying an article (that will have been added by the submitting author) is published alongside it. The published data includes the names, affiliations and email addresses of all authors.

2.4 why we store the data

- We store the name/ email data so that you may choose to become a reviewer and be able to perform those tasks, or to become an author and submit an article.
- Published personal data that accompanies an article, part of the official published record in order for the provenance of the work to be established, and for the work to be correctly attributed.

3. When registering as a reviewer

3.1 what data we collect

Privacy Statement: International Journal of Nursing Research and Practice (IJAMR)

- To become a reviewer, you have to submit your name, mail id and resume. (affiliation, department, institution, education and optionally can provide: gender, age, phone number, mailing address)
- On submitting a review, the reviewer includes a competing interest statement, they may answer questions about the quality of the article, and they will submit their recommendation.

3.2 why we collect the data

- The data entered is used to invite the reviewer to peer review the article and to contact the reviewer during and the review process.
- If you submit a review then the details of your review, including your recommendation, your responses to any review form, your free-form responses, your competing interests statement, and any cover letter are recorded.

3.3 what we do (and don't do) with the data

- This data is not shared publicly and is only accessible by the Editor and system administrators of that journal or UPHTR.
- The data will only be used in connection with that journal or UPHTR.
- Data that is retained post final decision is kept to conform to publication ethics and best practice, to provide evidence of peer review, and to resolve any disputes relating to the peer review of the article or book.
- For journals or presses that publish the peer reviews, you will be asked to give consent to your review being published, and a subset of the data you have submitted will become part of the published record.

3.4 what to do if you want to get a copy of your data, or want your data to be removed

- If you would no longer like to be registered as a reviewer you can mail 'stop being a reviewer' to Editor (editorinchief.IJAMR@uphtr.com). This will remove you from the reviewer database, however any existing reviews you may have carried out will remain.
- If you have been contacted by an editor to peer review an article this means that you have been registered in the system. If you would not like to be contacted for peer review you can reply to the email requesting that your data be deleted.

4. When being registered as a co-author

4.1 what data we collect

- Co-author data is entered by the submitting author. According to standard publishing practice, the submitting author is responsible for obtaining the consent of their co-authors to

Privacy Statement: International Journal of Nursing Research and Practice (IJAMR)

be included (including having their personal data included) in the article being submitted to the journal.

- The requested personal data for co-authors are at the bare minimum; first name, last name, institution, country, email address. This can also include; Title, Middle Name, Biographical Statement, Department.

4.2 why we collect the data

- Assuming that it is accepted for publication, this data forms part of the official published record in order for the provenance of the work to be established, and for the work to be correctly attributed.
- Author names, affiliations and emails are required for publication and will become part of the permanent cited record.

4.3 what we do (and don't do) with the data

- The co-author's personal data is stored in the author database. This personal data is only used in relation to the publication of the associated article.
- Any co-author data collected is added to the author database and is only used in association with the article the user is co-author on.

4.5 what to do if you want to get a copy of your data, or want your data to be removed

- To receive a copy of your data, please contact editorinchief.IJAMR@uphtr.com / info@uphtr.com
- To conform to publication ethics and best practice any personal data that is published alongside an article cannot be removed.