



## **Privacy Policy for the Editorial Office of EPL at the Secretariat of the European Physical Society**

**1) The European Physical Society (EPS)** is a not for profit association registered in Mulhouse France. The EPS is also the Editorial Office for the journal EPL (the EPS Editorial Office for EPL).

EPL (formerly Europhysics Letters) was founded in 1986 by the **European Physical Society (EPS)**, the **Société Française de Physique (SFP)** and its subsidiary **EDP Sciences**, the **Società Italiana di Fisica (SIF)** and the **Institute of Physics (IOP)**. EPL incorporated **Lettere al Nuovo Cimento** and **Journal de Physique Lettres**. EPL is now published under the scientific policy and control of the EPS by EDP Sciences, IOP Publishing and SIF (the Publication Partners) for an association of 17 European physical societies (the EPL Association).

### **2) This Privacy Notice and Why the EPS Editorial Office for EPL Collects personal data**

The EPS Editorial Office for EPL collects personal data to support the publication and promotion of the content in EPL, from individuals acting for example as authors, co-editors and referees. The EPS Editorial Office for EPL will do this in accordance with this Privacy Notice ('notice') and in compliance with the relevant data protection regulations and laws. This notice provides information regarding your rights and our obligations and explains how, why and when the EPS Editorial Office for EPL processes personal information. References in this notice, to "website" or "websites" are to the specific EPL websites which link to this notice.

The EPS Editorial Office for EPL and the Publication Partners will make all reasonable efforts to ensure the security and protection of the personal information collected for the publication and promotion of EPL.

### **3) What information does the EPS Editorial Office for EPL Collect?**

#### *Personal Information provided to the EPS Editorial Office for EPL*

You may provide the EPS Editorial Office for EPL personal information when you fill in forms on EPL's websites or when you correspond with the EPS Editorial Office for EPL by phone, email, in writing or otherwise. The types of personal information that may be collected about you include but are not limited to:

- Your name and contact information including your email address;
- Your institutional affiliation and level of education;
- Your employer or the organisation that you represent;
- Demographic information such as your research interests;
- Payment information; and
- Opinions or other information you provide when you complete surveys, or respond to questions from EPL.

#### *Personal Information collected*

When you visit the EPS Editorial Office for EPL websites, the following information may be automatically collected:

- technical information, including the Internet Protocol (IP) address used to connect your computer to the internet, your login information, your geographic location, browser type and version, browser plug-in types and versions, operating system and platform; and

- information about your visit, including the source of your visit, the full click path, mouse movement through our websites (including date and time); services you viewed, searches made on our websites, page response times, download errors and length of visits to certain pages.

#### *Personal Information collected at receipt and opening of emails*

When you open an email sent by the EPS Editorial Office for EPL, the following personal information may be automatically collected:

- technical information, including; your geographic location, browser type and version, device type and operating system and platform; and
- information about your email consumption, including the full click path from within and on to EPL's sites (including date and time), whether the email was delivered, shared, unsubscribed from, opened, deleted or forwarded.

#### *Personal Information from third parties*

From time to time, and as permitted by applicable law(s), the EPS Editorial Office for EPL may collect personal information about you from other third-party sources, including publicly available data sources and your employer or university/school. This personal information may be used to update and enhance any existing personal information that we currently hold.

#### **4) How is this information used by the EPS Editorial Office for EPL and the Publishing Partners and transmission to third parties?**

The EPS Editorial Office for EPL and the Publishing Partners will only use your data for the purposes of publishing and promoting EPL.

The Publishing partners of EPL (and links to their respective privacy notices where available) are: the European Physical Society, in Mulhouse, France: <http://www.eps.org/privacy>

EDP Sciences, in Les Ulis, France :

IOP Publishing in Bristol, UK: <http://iopublishing.org/legal-statements/privacy-policy/>

and the Società Italiana di Fisica in Bologna Italy: <https://www.sif.it/privacy>

#### *How we use your personal information*

Depending on your relationship with EPL, your personal information may be processed in the following ways:

- To provide EPL's products and services to you or to facilitate the provision of products, services and content to your employer, university or institution;
- To respond to your requests and enquiries;
- To invite you to submit work for EPL's content;
- To invite you to peer review and to manage the peer review process;
- To publish your name, institution, country, ORCID ID, and in some cases your email address alongside your work;
- In the course of arranging a press release;
- Administering and managing our relationships with individuals who sit on EPL's Editorial Board;
- To process payments from you (including, but not limited to, article publication charges, subscriptions or payments for any products or services that you choose to purchase from EPL);
- To process payments to you (including, but not limited to, refunds or reimbursements, or payments to you for services provided to EPL);
- To request your participation in surveys, focus groups, or other initiatives which help EPL to gather personal information used to develop and enhance products and services related to EPL, for example, to measure the effectiveness of EPL's peer review process, we may analyse and measure user behaviour and performance, trends, demographics and interests;
- From time to time to share the results of surveys, focus groups or other similar initiatives with EPL's publishing partners but, in this case, information that would allow you to be identified will not be included;
- To keep you updated about EPL's products and services, latest content, industry news, events and webinars, where you have opted-in to such communications. Where you have told EPL

about your research interests, EPL may use this, together with the information gathered about the use of EPL's products and services, to help you get the most out of EPL's products and services;

- To provide access to restricted parts of EPL's websites;
- To produce statistics about the usage levels of EPL's websites to allow EPL to understand what EPL is doing well and where EPL can improve the online services offered, as well as other internal purposes, such as website and system administration or internal audits and reviews. EPL may share aggregated statistics to third parties that EPL work with, but these statistics will not include information which will allow you to be identified; and
- To comply with applicable law(s) (for example, to comply with a court order) or to carry out professional ethics/conduct investigations.

EPL will process your personal information for the purposes identified above on the following bases:

1. EPL's legitimate interests, which include, but are not limited to, processing your personal information for the purposes of providing and enhancing the provision of EPL's products, services and information;
2. Where processing is necessary to perform EPL's contract with you or to take steps before entering into a contract with you;
3. As necessary to comply with our legal obligations, resolve disputes and enforce EPL's contractual agreements; and
4. Where you have consented to EPL's use of your personal information for a specified purpose. Where this is the case, you have the right to withdraw your consent at any time.

#### *Authors*

Personal information collected by EPL from author(s) who have submitted manuscripts to EPL will be transferred to EPL publishing partners for the purposes of processing the manuscript from submission to publication.

#### *Referees*

Personal information collected by EPL may include field of specialisation and/or competence. Members of the EPL Editorial Board may access this information for the purposes of designating referees for manuscripts submitted to EPL. The EPL Editorial Office may contact such individuals for the purposes of acting as referees for EPL Manuscripts.

#### *Manuscript transfer*

EPL has made an agreement of mutual transfer of manuscripts with the journals listed here: <http://www.epletters.net/physics-journal/agreement-with-other-journals/>

This agreement enables an article submitted to a participating journal (including EPL), which is scientifically acceptable but would be more suitable for submission to a different participating journal, to be transferred.

Personal information regarding referees may be transferred to journals included on EPL's management transfer service. (<http://iopscience.iop.org/journal/0295-5075/page/Transfers>)

In the event that the author(s) wish to take advantage of the manuscript transfer service, EPL will also transfer personal information collected to these journals. (<http://iopscience.iop.org/journal/0295-5075/page/Transfers>)

#### *Promotion and Marketing*

The EPS Editorial Office may transmit personal information to the Publication Partners notably to IOP Publishing and to EDP Sciences for the purposes of promoting and marketing EPL and its content. Please refer to their respective Privacy Notices for more information.

You may opt out from these promotional and marketing activities by modifying your profile, or by sending an email to [privacy@epletters.net](mailto:privacy@epletters.net)

Except as described above, the EPS Editorial Office for EPL will only forward personal data to third parties within the limits of the statutory provisions. The transmission of personal data to government agencies and authorities shall be carried out only within the framework of mandatory national law, or if the forwarding is required for purposes of legal or criminal prosecution in the event of abuse or fraud. Forwarding for other purposes - in particular address trading - is excluded.

#### **5) External links**

This internet site might post links to the sites of other providers in order to be able to provide the users with comprehensive information. The EPS Editorial Office for EPL does not have any influence on the design of such sites, and is not responsible for the content offered there. The principles of this Policy do not apply to these external sites.

#### **6) Changes to this Data Privacy Policy**

The EPS Editorial Office for EPL reserves the right to change and/or adapt our security and/or data protection measures in as far as this is necessary due to technical developments or changes in the law. In these cases, we shall also adjust the present information accordingly. Therefore, please always take note of updated versions of this Data Privacy Policy.

#### **7) How long the EPS Editorial Office for EPL retain your personal information**

The EPS Editorial Office for EPL may retain certain records for other legitimate reasons (including after your relationship with the EPS Editorial Office for EPL has ended), for example to maintain records of articles published in EPL's content, to resolve any potential disputes and to comply with reporting and retention obligations.

#### **8) Your Rights**

You have the right to access any personal information that the EPS Editorial Office for EPL processes about you. If you believe that the EPS Editorial Office for EPL holds any incomplete or inaccurate information about you, you have the right to ask the EPS Editorial Office for EPL to correct and/or complete it. You can inform the EPS Editorial Office for EPL of updates or corrections required to your personal information by logging into your profile, where applicable. The EPS Editorial Office for EPL will process your personal information in accordance with this notice and in accordance with the relevant data protection laws. If, however, you wish to raise a complaint regarding the processing of your personal information, or are unsatisfied with how the EPS Editorial Office for EPL has handled your personal information, you have the right to lodge a complaint with the supervisory authority.