

# Privacy notice for authors, editors and referees

## About us

We, the Journal of Experimental Botany (JXB), a journal of the Society for Experimental Biology, take our data protection responsibilities seriously and would like to inform you about what we intend to do with personal data that relates to you.

## Where do we get the information that we hold about you?

The information we have about you was supplied either by you, your employer or colleagues, or by editors who have recommended you as an author, editor or referee. We may have obtained your name and contact details from publicly available sources, such as professional webpages, registers and ORCID. Some of the personal data we hold about you is generated during the manuscript submission and peer review processes; this information will have come from authors, editors and referees working on the publication.

## What information do we hold about you?

We may hold your name, email address, contact and personal addresses, title, correspondence, a link to your digital ORCID professional profile, your areas of expertise, your availability information and a link to submission and refereeing history. We need to keep this information to communicate with you and to manage the peer review process of the scientific articles that we publish. In addition, we hold the information detailed below, according to your role in the publication process.

### Editors

If you are an editor, we hold an indication of whether you are on our editorial review board. We also hold details of any reviews you have received and confidential comments and decisions you have made about the work of authors or referees. On our website we hold your photograph with a link to your ORCID profile and professional webpage.

### Referees

If you are a referee, we hold reviews of authors' work that you have submitted; the number of times we have asked you to be a referee; the average number of days you have taken to return a review; incidental details of your working relationship with authors, where a conflict of interest is raised; comments and decisions by editors relating to your reviews and ratings of the feedback you provide to our editors.

### Authors

If you are an author, we hold reviews of your work by referees and editors, comments on your work by those third parties and details of sponsorship and funding included in the acknowledgments section of manuscripts (this is incidental not solicited).

## What do we use your personal data for?

Whenever we use and store data it is to facilitate the general functioning of the journal and the editorial process, peer review, publication and dissemination of scientific research. We hold the data necessary to appointing and contacting editors, authors and referees, as well as to producing the licence to publish between JXB and authors.

Photographs of editors are published on our website to publicise our work and promote our organisation by demonstrating the quality of our editorial board, which is in our legitimate business interests and only with the consent of the individuals concerned.

### Who we work with

We share your data with Oxford University Press, copy editors, production editors, referees and authors as a necessary part of the peer review and publication process. We share details of any business financial transactions you have made with us with our accountant, JS2, in order to comply with legal obligations relating to tax reporting. We will also share data where we are under a legal obligation to do so.

We use third parties to provide IT services (Lancaster University, Dropbox, Box, HighWire Press) and we have GDPR compliant wording in our contracts and terms with these companies.

### When we share your data outside of Europe

When you submit your details to us we rely on your implicit agreement in supplying us with your personal data and in participating in our review process, particularly if the UK leaves the EU.

Due to the international collaborative nature of academic research, we often use authors, editors and referees who are located outside the EU/EEA. For this reason, your personal data may be transferred outside Europe. Where freelancer personal data is transferred potentially worldwide as part of the peer review process, we rely on your consent to these transfers. We are committed to keeping your personal data secure and as such require all contributors to our process to observe strict confidentiality and data security measures at all times regarding any personal data that we send them.

Additionally, some of the data processing services we use (Dropbox, Box and HighWire Press) are located in the US and this means that your personal data is transferred outside the EEA. Box and Dropbox are subscribers to Privacy Shield, the framework for data transfers between the EU and the US. We share the minimum data required to meet this need and it is done with your knowledge and consent. We have taken steps to include appropriate clauses in contracts with these companies to protect your data.

### How long we keep your data for

Personal data related to licence and copyright agreements is kept by us indefinitely. Personal data that is part of the peer review process is deleted two years after publication of the article to which it relates. Details of financial transactions are kept for seven years to comply with tax legislation.

Author, referee and editor contact details will be kept until we are advised that they are no longer available for work related to JXB.

### Your data protection rights

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information we hold about you is incorrect or misleading you have the right to have the information corrected, provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request access to or restriction of processing, so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to obtain a copy of your personal data in electronic format in certain circumstances.

You have the right to withdraw your consent to our using your personal data where we are relying on your consent for the processing.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact us at Journal of Experimental Botany (JXB), Lancaster University, Lancaster, LA1 4YE. You also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.