

Privacy Policy

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Introduction

This Website is operated by eJournalPress, a division of Precision Computer Works, Inc. (the “Company”, “we”, “us”, or “our”). User privacy is important to us. This Privacy Policy outlines our privacy practices regarding information collected by this Website, -lists the types of data we collect, and explains how we use and protect that data. We encourage you to read this Privacy Policy so that you will understand both our commitment to you and your privacy and how you can participate in that commitment.

BY VISITING OUR WEBSITE, YOU SIGNIFY YOUR AGREEMENT TO THIS PRIVACY POLICY AND CONSENT TO THE COLLECTION AND USE OF YOUR PERSONALLY IDENTIFIABLE INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY. PLEASE READ THIS PRIVACY POLICY TO GAIN AN UNDERSTANDING OF OUR PRACTICES. IF YOU DO NOT AGREE WITH THE TERMS OF THIS PRIVACY POLICY, PLEASE DISCONTINUE ALL USE OF THIS WEBSITE.

For the purposes of this Privacy Policy, “Customer Organization” shall mean any organization (publisher, publication, journal, society, organization, university, college, etc.) to which we provide Web services embodying this Website.

Gathering of Personally Identifiable Information

There are several ways we gather Personally Identifiable Information. We gather personal identifiable information (“Personally Identifiable Information”) such as full name, postal address, telephone number, e-mail address, and other personally identifying information when you register for an account at the Website. Your Personally Identifiable Information may also have been previously shared with us by the Customer Organization. Additionally, you may also share Personally Identifiable Information with us while using features of this Website such as submitting or reviewing a manuscript, document or other data. Visitors can always refuse to supply Personally Identifiable Information, with the caveat that it will prevent them from using this Website.

Non-Personally Identifiable Information

We collect Non-Personally Identifiable Information automatically when you visit this Website. Non-Personally Identifiable Information is information that is not used nor intended to be used to personally identify an individual and is not associated with nor linked to Personally Identifiable Information. This Non-Personally Identifiable Information we collect via the Website includes your Internet Protocol address, browser type, browser language, the date and time of your visit, and the web page you visited immediately prior to visiting the Website.

Cookies

We use Cookies on this Website. "Cookies" are small pieces of information that a website sends to your computer's web browser while you are viewing a website. We may use both session Cookies (which expire once you close your web browser) and persistent Cookies (which stay on your computer until you delete them) to provide you with a more personal and interactive experience. Persistent Cookies can be removed or blocked by following the help file directions in your Internet browser. If you elect to block Cookies, you will not be able to use this Website. We also use log files and Cookies to improve the quality of our Website; to keep track of your login name, passwords, and pages you have visited on the Website; and to personalize the Website on your behalf.

Aggregated statistics

We may collect statistics about the behavior of visitors to this Website. We may display this information publicly or provide it to others. However, we do not disclose Personally Identifiable Information other than as described herein.

Ownership

We do not claim ownership of any of your Personally Identifiable Information. We collect and store Personally Identifiable Information on our servers and computer networks as a data processor ("Data Processor") solely on behalf of our Customer Organizations ("Data Controllers"). All Personally Identifiable Information is owned by the Customer Organization and may be accessed by the Customer Organization at any time.

THIS PRIVACY POLICY DOES NOT DESCRIBE OR GOVERN HOW THE CUSTOMER ORGANIZATION MAY USE OR DISCLOSE ANY OF YOUR PERSONALLY IDENTIFIABLE INFORMATION. WE DO NOT HAVE ANY INFORMATION CONCERNING HOW THE CUSTOMER ORGANIZATION MAY USE OR DISCLOSE ANY OF YOUR PERSONALLY IDENTIFIABLE INFORMATION AND YOU SHOULD CONSULT WITH THE CUSTOMER ORGANIZATION DIRECTLY FOR INFORMATION CONCERNING HOW THEY WILL USE OR DISCLOSE YOUR PERSONALLY IDENTIFIABLE INFORMATION.

How we use Personally Identifiable Information

- We use your Personally Identifiable Information to administer your account and provide services embodied by this Website, to send communications and administrative emails, and to respond to your inquiries.
- At the request of the Customer Organization, we will disclose your Personally Identifiable Information to the Customer Organization or transfer it to its other Data Processors.
- We may be required to disclose your Personally Identifiable Information if: (i) we believe it is reasonably necessary to comply with legal process (such as a court order, subpoena, search warrant, etc.) or other legal requirements of any governmental authority; (ii) it would

potentially mitigate our liability in an actual or potential lawsuit; (iii) it is otherwise necessary to protect our rights or property; or (iv) it is necessary to protect the legal rights or property of others.

Use by Other Parties

All Personally Identifiable Information that you submit or otherwise make available while visiting the Website may be accessed and reviewed by any third party who has access to the Website, including third parties who may have been authorized by the Customer Organization to perform certain tasks such as Administrators, Authors, Members of the Board of Editors, Editors, Associate Editors, Editors-in-Chief, Reviewers, Instructors, or Professors. In particular, Administrators generally will have the ability to access all of your Personally Identifiable Information. We are not responsible for the use or disclosure of your Personally Identifiable Information by third parties who can access your Personally Identifiable Information. We cannot control how third parties who can access your Personally Identifiable Information may use your Personally Identifiable Information and we have no means of tracking any use or disclosure of your Personally Identifiable Information by any such third party. If you believe that a third party has unlawfully or improperly used or disclosed any of your Personally Identifiable Information, you should contact the Customer Organization directly. **ACCORDINGLY, YOU SHOULD EXERCISE GREAT CARE AND PRUDENCE BEFORE SUBMITTING OR MAKING AVAILABLE ANY PERSONALLY IDENTIFIABLE INFORMATION AT THIS WEBSITE.**

Security

To protect the privacy of your Personally Identifiable Information, we employ industry-standard controls including physical access controls, Internet firewalls, anti-virus software, and Secure Sockets Layer (SSL) encryption.

Unfortunately, no data transmission or storage on the Internet can be guaranteed to be 100% secure. While we strive to protect your Personally Identifiable Information, we cannot ensure or warrant the security of any information you transmit to us.

Correcting or Updating Your Personally Identifiable Information

You can always update the Personally Identifiable Information that you have provided to us via the "Modify Profile" link.

Governing Law / Arbitration

This Website is controlled and operated entirely within the United States. By using our Website, you signify your agreement to the terms of this Privacy Policy. If you do not agree with this Privacy Policy, please do not disclose any Personally Identifiable Information nor use this Website. This Privacy Policy and the use of the Website is solely governed by Maryland state law and United States federal law. By use of this Website, you agree to binding arbitration by JAMS (www.jamsadr.com) to resolve any claim related to the Website or this Privacy Policy. Users of the Website consent to the exclusive jurisdiction

and venue of such arbitration as the most convenient and appropriate for the resolution of disputes concerning this Privacy Policy. This Privacy Policy and the notices outlined herein are not intended to and do not create any contractual or other legal rights in or on behalf of any third party.

Consent to Transfer

Users located outside the United States who submit information to this Website should be aware that the information they submit will be transferred to our servers located in the United States. Your submission of information to the Website constitutes your consent to this transfer.

Links

This Website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Website.

Minimum Age

This Website is not designed to appeal to children under the age of 13. As such, this Website is not directed at children under the age of 13 nor do we knowingly collect or maintain information from children under the age of 13 on this Website. If you are under 13 years old, you are not authorized to use this Website.

Business transfers

If we, or substantially all of our assets, are acquired, or in the unlikely event that we go out of business or enter bankruptcy, information will be one of the assets that is likely to be transferred to, or acquired by, a third party. You acknowledge that such transfers may occur, and you consent to us transferring your information to any acquirer and their continuing to use your Personally Identifiable Information as set forth in this policy.

Privacy policy changes

We may change our Privacy Policy from time to time, and at our sole discretion. We encourage visitors to frequently check this page for any changes to our Privacy Policy. Your continued use of this site after any change in this Privacy Policy will constitute your acceptance of such change.

Contacting Us

We can be contacted by mail:

Privacy Officer
Precision Computer Works, Inc.
5508 Greentree Road
Bethesda, MD 20817 USA