

Privacy Policy For Users of The ICI Publishers Panel ICT System

1. General provisions.

In the interest of preserving the right to the privacy of users of the ICI Publishers Panel website (hereinafter also: the website), whose administrator is Index Copernicus Sp. z o. o. (hereinafter referred to as: IC), we hereby publish a document explaining the method and principles of collecting, processing and using information and data, including personal data provided by the users. At the same time, Index Copernicus sp. z o.o. declares that with regard to collecting, processing and using personal data, it complies with any applicable provisions, in particular Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to data processing personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: GDPR).

2. Data collection and processing

The set of collected personal data entered by users is treated as a separate database, kept on the Service server in a special security zone that provides adequate protection. Full access to the database is limited to only a small number of authorized employees of Index Copernicus Sp. z o.o. dealing with the database administration.

All data, including personal data and information about users of the ICI Publishers Panel website, as well as data and information entered by them, collected both during registration and in the course of providing other services, are processed by us within the scope of authorization granted by the user and under legal provisions legitimating data processing, in particular the GDPR. When the user logs in to the ICI Publishers Panel website through the provided access data, he consents to the use by IC of the data entered regarding the journal and the activities of the Editorial Board or the Publisher for the purpose of proper operation and use of the functionality of the ICI Publishers Panel website and communication conducted by the Editorial Office of the journal and IC.

We store the gathered data for no longer than is necessary to achieve the purposes for which it was collected, unless applicable law requires extension of this period. The period of time during which data is stored and preserved varies according to the purpose for which the information is processed.

3. Use and forwarding of personal data.

Index Copernicus Sp. z o. o. will not pass on or sell any personal data, including personal data of users, or data entered by them to other persons, third parties or institutions. The

exceptions are situations when the transfer of data is required by law or a decision of state authorities for the purposes of proceedings conducted by them and when the express consent of the data subject is obtained.

However, we may disclose anonymous consolidated statements and statistical summaries to the entities cooperating with us, concerning e.g., the number of users visiting the website, the number of users who searched for a particular term, etc. Such summaries relate primarily to the activity of users on the website and do not include any data that allow for identification of individual users, and do not constitute personal data.

4. Access to personal data.

Index Copernicus Sp. z o. o. guarantees users entering data to the website:

- a. the right to express and withdraw your consent;
- b. the right to submit a written request to cease the processing of the personal information entered;
- c. the right to access your data, including obtaining copies of data subject to processing, also in electronic form;
- d. the right to correct (rectify) the record of your personal data maintained by us if it is inaccurate or incomplete;
- e. the right to delete your personal information if the entered data are no longer necessary for the purposes for which they were collected and Index Copernicus Sp. z o. o. has no grounds for its processing;
- f. the right to data portability;
- g. limitation of processing in the following cases (please indicate the case when filing an application):
 - concerns about the accuracy of your data;
 - if personal data is no longer required for the proper provision of services and the user needs them in connection with pursuing claims;
 - objecting to the processing of personal data.

These rights may be exercised by submitting an appropriate instruction via e-mail at the address of the Inspector for Personal Data Protection Index Copernicus – iodo@indexcopernicus.com

Within a month from the reception of such request, we will provide you with information about the actions taken about your request. In case of need, the term of performance of the request may be prolonged by a month due to the complicated character or the number of submitted requests.

In order to fulfill your request, we are entitled to verify your identity so that your data does not go to an unauthorized person.

5. Cookies.

In order to better adapt the Website to the needs of our users, we may use the mechanism of "cookies", whose purpose is to identify the User's browser when using the Service. With their help, we provide the Controller with statistical information about user traffic. The content of "cookie" files does not allow to determine the User's identity, and cookies do not enable processing or storage of personal data. The User may at any time block cookies in his browser, however please be advised that in some cases blocking cookies may hinder the User from using the Service. Cookies are stored in order to:

- h.** maintain User's Service session (after logging in), thanks to which the User does not have to re-enter the login and password on each page of the Website;
- i.** creating statistics of viewership of individual subpages,
- j.** storing user preferences and settings to improve the quality of our services;
- k.** identifying the general navigation and generating appropriate subpages on this basis.

Cookies are not viruses and they therefore present no threat to your computer (including the data collected on them), therefore we do not recommend turning cookies off when using our Website.

6. Links to other websites.

Index Copernicus sp. z o.o. s is not responsible for the content of linked third-party sites redirecting the Users to other websites. This document addresses only the privacy policy maintained by the administrator of the ICI Publishers Panel website. We encourage our users to acquaint themselves with contents of privacy policies specific to linked sites.

7. Security of data.

Personal data provided by Website Users is processed and stored with appropriate security measures that meet the requirements of generally applicable law, in particular the GDPR. Index Copernicus Sp. z o.o. secures the data of users from unauthorized access, use or disclosure. The data is processed in a controlled environment and subject to compliance with stringent personal data protection standards. At the same time, we remind you of the importance of not sharing your access data with third parties and using the "log out" option after each use of our website.

8. Changes to the privacy policy.

Both the development of Internet technologies and the development of services offered by our website as well as changes in the law regarding the protection of personal data may affect changes in the privacy policy specified in this document. If any changes are made, information about this fact will be posted on the website.

This policy is valid from 25 of May 2018.

9. Contact.

Questions and concerns regarding the privacy policy and the enforcement thereof shall be forwarded to the email address: iodo@indexcopernicus.com or in writing to the address:

Index Copernicus

Ul. Kasprzaka 31A

01-234 Warszawa

with the note *ICI Publishers Panel*