

Privacy Notice for Urban Studies Journal Ltd

This notice outlines who we are and how we collect, use and share the information of Urban Studies Journal's authors and referees; contributors to and members of Urban Studies Online (USO); and submitters of Special Issue proposals.

We take the privacy and security of your personal data seriously.

We are registered as a Data Controller with the ICO, Number: ZA370043.

Who we are

Urban Studies Journal Ltd (USJ Ltd) is a wholly-owned subsidiary of Urban Studies Foundation, a charitable company whose objectives are to advance academic research and education in the field of urban studies; and to promote knowledge transfer, exchange and mobilisation in the field of urban studies. The objective of USJ Ltd is to generate income by publishing an academic journal in the field of urban studies and to distribute any profit to the charitable company to meet its objectives.

Legal Basis for processing your personal data

We must specify the legal basis for processing all personal data. The legal basis for processing all personal data shall be:

Information	Legal Basis
Reviewers	With your consent (where applicable) and for the legitimate interest of managing our business;
Authors (on submission of an article)	With your consent (where applicable) and for the legitimate interest of managing our business;
Authors (on acceptance of an article)	For the performance of a contract;
Submitters of Special Issue proposals	With your consent (where applicable) or for the legitimate interest of managing our business;
USO members	With your consent;
USO contributors	For the performance of a contract.

What personal information we collect, how we collect it and why we need it

We will collect your personal data in a variety of ways:

- (1) The information you provide to us through Clarivate Analytics' Urban Studies Journal ScholarOne Manuscripts site (<https://mc.manuscriptcentral.com/cus>) as an author and/or referee (including

name, email address, position and department/institution address, research interests and author/referee activity) will be used by Urban Studies Journal's Editors for the review and publication of papers only. We may also collect information from publicly accessible departmental/institutional websites.

When registering your personal information on, or logging in to, <https://mc.manuscriptcentral.com/cus>, you will be asked to read and acknowledge the privacy notices of Clarivate Analytics ScholarOne (<https://clarivate.com/clarivate-analytics-scholarone-privacy-notice/>) and SAGE Publications (<https://uk.sagepub.com/en-gb/eur/node/101948>).

- (2) The information you provide to us when submitting a proposal for a Special Issue (including name, email address, position and department/institution address and article details of all contributors) will be used by Urban Studies Journal's Editors for the assessment of proposals only. We may also collect information from publicly accessible departmental/institutional websites.
- (3) The information you provide when registering as a member on the Urban Studies Online website - <https://www.urbanstudiesonline.com/> (name, institution, email address, areas of interest) may be used to send you weekly updates and information of potential interest. You may opt out of these notifications at any time by updating your preferences on the website or contacting the Journal's Administrative staff.

When will your personal data be processed?

Urban Studies Journal's Editors and Administrative staff will use your personal information in the following ways:

- authors' personal data will be used to enable them to be contacted by Urban Studies Journal's Editors and Administrators to enable the Editors to make a decision on their manuscript;
- referees' personal data will be used to enable them to be contacted by Urban Studies Journal's Editors and Administrators to enable the Editors to assign manuscripts to them for peer review.
- Special Issue proposers' personal data will be used to enable them to be contacted by the Urban Studies Journal's Editors or Administrators to enable the Editors to assess and process their applications;

How we share it

Your information will not be shared by Urban Studies Journal's Editors or Administrators with third parties (with the exception of our publisher, SAGE Publications Ltd and other services providers), used for marketing purposes unless you have explicitly provided consent, or used in any other way, except where required by law.

How long do we keep it for?

The information will be stored indefinitely unless a request for it to be removed or updated/corrected has been received from you by Urban Studies Journal's Editors or Administrators (via Ruth Harkin, Editorial Assistant, ruth.harkin@glasgow.ac.uk). Your information is stored indefinitely so that we can

approach you with invitations to referee academic papers that appear to us to fall within your fields of interest and expertise, and communicate with you thereafter in a manner determined by your response to the invitation.

How do we keep it secure?

We have measures in place to ensure that your personal information is secure at all times: all author and referee accounts on <https://mc.manuscriptcentral.com/cus> are password protected and can be edited only by you, Urban Studies Journal's Editors and Administrators, Clarivate Analytics and SAGE Publications; Passwords, antivirus and firewall protections controlled by the University of Glasgow ensure security in respect of email addresses and correspondence and retention of Special Issue proposal records.

Your rights:

You have the right:

- a) To be informed about the data we hold on you and what we do with it;
- b) of access to or a copy of the personal data that we hold about you;
- c) for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) to have data deleted in certain circumstances. This is also known as 'erasure';
- e) to restrict the processing of the data;
- f) to transfer the data we hold on you to another party. This is also known as 'portability'; and
- g) to object to the inclusion of any information;

If you wish to exercise this right, you can do so by contacting Ruth Harkin (ruth.harkin@glasgow.ac.uk).

Use of Cookies

Our website – <https://www.urbanstudiesonline.com/> – is hosted by Capability Cloud (<http://www.capabilitycloud.co.uk/>). The website makes use of internet browser cookies, which we use to ensure that your experience of our website is as effective as possible. Cookies are small amounts of information that we store on your computer and exist to improve the ease of use of the website. You may choose not to use cookies by activating the appropriate setting on your browser. However if you select this setting you may be unable to access certain parts of our site.

In addition to cookies, our website also makes use of 'tracking code' from organisations such as Google Analytics and Twitter. Google Analytics allows us better to understand traffic patterns and user behaviour while on our website, and the social media pixels allow us to share our news and services with you on these third party platforms. None of the data collected through cookies, analytics, or social media pixels allows us to identify you as an individual (we don't "see" any personal data about you, other than things like your IP address). For more information on cookies, including how to disable cookies, please visit www.allaboutcookies.org.

If you think we've done something wrong

If you think there is a problem with the way we have handled your data you can contact our Editorial Assistant at ruth.harkin@glasgow.ac.uk, who will initiate an investigation into the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you have the right to raise a complaint to the ICO (Information Commissioner's Office) <https://ico.org.uk/>.

This privacy notice will be reviewed periodically. Any changes will be posted on this page and will become effective on that date. We encourage you to review this page for significant changes from time to time.

This policy was last updated on 24 May 2018.