

# Zygon<sup>®</sup> Privacy Policy

The Joint Publication Board of *Zygon: Journal of Religion and Science*<sup>®</sup> (collectively, “Zygon<sup>®</sup>,” “we,” “us” or “our”) recognizes the importance of protecting the personal information collected from users in the operation of its services and taking reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Privacy Policy. By submitting your information to Zygon<sup>®</sup> you consent to the practices described in this policy. If you are less than 18 years of age, then you must first seek the consent of your parent or guardian prior to submitting any personal information. This Privacy Policy describes how Zygon<sup>®</sup> collects and uses the personal information you provide. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information.

## How We Collect Information

Zygon<sup>®</sup> may collect personal information on you in the following ways:

- (1) directly from your verbal, written or digital input;
- (2) indirectly via the websites of our publishing agent (currently *Wiley*) and our online submission system (currently *Manuscript Central*).
- (3) We also may access and register publicly available information, such as information from websites of universities that provides us with information on professional title, area of expertise and contact information.

## Information We Collect

The types of personal information that Zygon<sup>®</sup> might collect from you may include:

- Contact details, such as your name, email address, postal address and telephone number;
- Professional academic interests, such as area of expertise and of competence;
- Manuscripts of articles and book reviews, whether under review, published, or rejected, and correspondence related to such manuscripts;
- Reviews (evaluations) of submitted articles;
- Comments, proposals, feedback, posts and other content you provide to us;

Zygon<sup>®</sup> may also receive information about you if you use any of the services associated with the journal as provided by our Publishing Agent, such as Manuscript Central and Wiley Author Services. With respect to such information the Privacy Policy of those organizations has priority. Zygon<sup>®</sup> may also receive information from IRAS, CASIRAS or other partners in the field.

## Use of Your Information

*Zygon*<sup>®</sup> may use your personal information in the process of selecting papers for its scholarly, peer reviewed journal and for producing, distributing and advertising this journal. In addition, we may use your information to analyze our operations. If used for another purpose, you will be notified in advance.

Articles published are expected to remain available for an indefinite period, with the personal information (name, contact, acknowledgments) you provided therein. Contact information of reviewers and authors, with their area of expertise and their history with *Zygon*<sup>®</sup> (submissions, reviews) will be retained as long as there is no reason not to expect future submissions or invitations to review. Otherwise, personal information will not be kept longer than is necessary for the purpose for which it was collected. This means that, unless information must be retained for legal or archival purposes, such personal information will be securely destroyed, put beyond use or erased from *Zygon*<sup>®</sup>'s systems when it is no longer required or, where applicable, following a request from you to destroy or erase your personal information.

## Disclosure and Sharing of Your Information

*Zygon*<sup>®</sup> will not disclose to or share your personal information with any unaffiliated third party unless

- Where necessary in connection with services provided by third parties that serve our processes of production and distribution of the journal such as Wiley, Manuscript Central, and Wiley Author Services;
- Where *Zygon*<sup>®</sup> is required to disclose personal information in response to lawful requests by public authorities and government agencies, including to meet national security or law enforcement requirements; to comply with a subpoena or other legal process; when we believe in good faith that disclosure is necessary to protect our rights, to enforce our Terms of Service, or to protect the rights, property or safety of our services, users or others; and to investigate fraud; and
- Where all or substantially all of the business or assets of *Zygon*<sup>®</sup> relating to our services are sold, assigned, or transferred to another entity.

## Cross Border Transfers

*Zygon*<sup>®</sup> may transfer your personal information outside of your country of residence, outside the country where our office is, and outside the country where the editor resides, when that facilitates the peer review process, the production process, or the distribution and visibility of the journal, and when needed to satisfy reporting requirements.

## Security

We will use appropriate physical, technical and administrative safeguards to protect your data. Access to your data will be restricted to those who need to know that information to perform their function.

## Your Rights

You have the right to make a request in writing or by e-mail (by emailing to [zygon@lstc.edu](mailto:zygon@lstc.edu)) to be informed whether or not we hold or process any of your personal information). In your request, you may:

- Request that we provide you with details of your personal information that we possess, the purpose for which it is processed, the recipients of such information, the existence of any automated decision making involving your personal information, and what transfer safeguards we have in place;
- Request that we rectify any errors in your personal information;
- Request that we delete your personal information in full or in part if our continued processing of such information is not justified;
- Request that we transfer your personal information to a third party; and
- Object to processing for purposes of scientific, historical research and statistics.

We will not use your personal information for marketing purposes, nor disclose your information to any third parties, unless we have your prior consent. If at any point you wish to review or change your preferences you can indicate so by sending an email to [zygon@lstc.edu](mailto:zygon@lstc.edu).

### **Third-Parties**

Wiley's websites or services may include links to third-party websites and cookies. In using such links, please be aware that each third-party website is subject to its own privacy and data protection policies and is not covered by our Privacy Policy.

### **Changes to this Privacy Policy**

Zygon<sup>®</sup> reserves the right to modify its Privacy Policy at any time without notice. Any changes to the Privacy Policy will be posted on this page and will become effective on the date of posting. We encourage you to periodically review this page for the latest information on our privacy practices.

### **Recourse**

Any comments, complaints or questions concerning this policy or complaints or objections about our use of your personal information should be addressed first by directing your comments to the Editor-in-chief, via [zygon@lstc.edu](mailto:zygon@lstc.edu). If you do not receive timely acknowledgment of your complaint, or if your complaint is not satisfactorily addressed by the Editor-in-Chief, you may appeal to the Joint Publication Board, as listed in the most recent issue of *Zygon: Journal of Religion and Science*. If thereafter a dispute is not resolved satisfactorily, Zygon<sup>®</sup> will follow the procedures outlined in the Privacy Policy of our publishing agent, Wiley.