

Privacy notice for Educational Research journal

1. Why are we collecting this data?

To collect and edit suitable material for inclusion in the Educational Research journal, which is a peer-review Routledge education journal published by Taylor and Francis.

2. Who is the Educational Research journal sponsored and funded by?

This work is being carried out by The National Foundation for Educational Research (NFER), on behalf of Taylor and Francis group. For the purpose of data protection legislation, Taylor and Francis group are the data controller and NFER the data processor.'

3. What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

GDPR Article 6 (1) (f) Legitimate interests: the processing is necessary for your (or a third party's) legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

4. How will personal data be obtained?

Submitters will enter their data into ScholarOne <https://mc.manuscriptcentral.com/rere>. NFER uses publically available data to identify and contact peer reviewers via ScholarOne. In order to process the manuscript at the NFER editorial office, data from ScholarOne associated with a manuscript is logged and held electronically at NFER.

5. What personal data is being collected by this project?

Submitters and peer reviewers upload their name, email address and institutional affiliation to ScholarOne. They will also be required to provide verification data, e.g. ORCID.

6. Who will the personal data be shared with?

Both NFER and the publisher Taylor and Francis are able to view submissions made in the ScholarOne platform.

For quality assurance purposes, **anonymised, aggregated** information is reported to the publisher and editorial board/panel on an annual basis in terms of: quantities of manuscripts, manuscripts' countries of origin, manuscripts' outcomes (i.e. proportions of manuscripts accepted/not accepted for publication).

7. Is personal data being transferred outside of the

European Economic Area (EEA)?

ScholarOne Manuscripts is owned Clarivate Analytics, which operates its websites, applications and products in the US. It is therefore possible that any information you enter into it may be transferred to the United States and / or third countries. Clarivate Analytics have put in place the appropriate measures (for example the use of the European Commission's Standard Contractual Clauses – SCCs, adherence to the EU-US Privacy Shield or European Commission adequacy decisions) to ensure that any personal information transferred from the EEA and other jurisdictions that are subject to data transfer restrictions are adequately protected.

More information can be found in their privacy policy: <https://clarivate.com/legal/privacy-statement/>

8. How long will personal data be retained?

At the end of a manuscript's cycle (i.e. the date when the manuscript is accepted/not accepted for publication), data may be retained by the NFER editorial office for reference purposes (e.g queries) and for processing anonymised, aggregated reports for up to two calendar years after the year in which the manuscript's end-of-cycle year falls.

On ScholarOne: data associated with a manuscript is stored in ScholarOne Manuscripts (S1M) for as long as the site exists to support the scholarly record. The files associated with papers are archived after 6 months but these remain available from S1M for a further 18 months (2 years total). Individual users can remove their record from ScholarOne at any time by editing their account or requesting removal.

9. Can I stop my personal data being used?

NFER handles personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact edresteam@nfer.ac.uk.

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. NFER will cooperate fully when a subject access request (SAR) is made of a data controller. To exercise these rights, please contact our [Compliance Officer](#).

10. Who can I contact about this project?

Contact edresteam@nfer.ac.uk with any queries.

Taylor and Francis <http://taylorandfrancis.com/customer-privacy> determines the purposes and means of processing personal data as part of this project. Their Data Protection Officer can be contacted at:

Data Protection Officer
Yasmeen Rahman

Informa PLC
5 Howick Place
London
SW1P 1WG
UK
+44 (20) 755 19558

Yasmeen.C.Rahman@informa.com

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or Taylor and Francis in the first instance (see the details above). Alternatively, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>.