

# ICES Privacy statement – Publications

## **Publications Privacy Statement**

This privacy statement describes ICES policy concerning the gathering and use of information provided by individuals submitting manuscripts or reports for publication by ICES.

## **Collection of data**

ICES receives personal data relevant to authorship of manuscripts for publication by ICES. This information generally includes the participant's name and contact information (e-mail, institutional affiliation, institutional address, and work telephone number). Personal information collected is used for administrative and historical purposes by ICES.

## **Use of data**

By submitting a report for publication by ICES, you agree that ICES may use the provided personal information to:

- contact you – either in response to a query or with correspondences, questionnaires, confirmations, and alerts pertaining to your publication
- undertake statistical analysis
- create an author list (including your name, email, institution, institutional address, and country) which will be published publicly online

## **Access and release**

At any time, you can request to know what personal data ICES has on record for you. Furthermore, at any time before the publication of your report, you can add to or modify your registered information by contacting ICES Editor ([ruth.anderson@ices.dk](mailto:ruth.anderson@ices.dk)).

## **Profile deletion and data retention**

Personal data submitted as part of the publication process is pertinent to the activities of ICES and, therefore, will be retained permanently.

## **Security**

Your personal information beyond publically available author information is protected by ICES IT systems and is only password accessible by ICES officials.

We do not sell personally identifiable information volunteered to ICES. Any information provided to ICES by participants is kept with the utmost care and security, and will not be used in ways other than as set forth in this privacy policy, or in ways to which you have explicitly consented. ICES employs a range of techniques and security measures to protect the information maintained on our system from any loss, misuse, unauthorized access or disclosure, alteration, or destruction.

## **Notification of changes**

Changes to this privacy policy will be posted at <http://ices.dk/news-and-events>.