



Privacy Policy

Frontiers: The Interdisciplinary Journal of Study Abroad (“*Frontiers*”) collects a variety of data about individuals in service to our mission to communicate the latest research on education abroad within a multi-disciplinary forum to reflect on critical issues and concerns for academics and professional practitioners. If you have any questions about this policy, please contact us at frontiersjournal@forumea.org.

This policy covers the following:

1. **How is information collected by *Frontiers* stored and secured?**
2. **What information does *Frontiers* collect?**
3. **How does *Frontiers* use and share your information?**
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5. **How long is information stored?**
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1. How is information collected by *Frontiers* stored and secured?

Frontiers is an online, open-access, academic journal managed and published by The Forum on Education Abroad (“The Forum”). As such, we implement technology and policies in line with those outlined in The Forum’s [Privacy Policy](#).

The Forum on Education Abroad is a non-profit membership association based in the U.S. that engages in activities worldwide. In the course of normal business, Forum staff, affiliates, or contractors (including those working with *Frontiers*) may access, store, or process personal data you submit to us in countries that do not afford a level of data protection equivalent to the EU. By submitting personal data to us you agree to the export of your data to such countries.

2. What information does *Frontiers* collect?

Frontiers collects a variety of data about individuals in order to consider manuscripts for publication and to provide you with services and information. Under applicable law, The Forum is considered the “data controller” of the personal data we collect pursuant to this Privacy Policy.

Authors

When submitting an article, essay, or book review for consideration, authors are asked to provide name, professional affiliation, and contact information for themselves and any co-authors along with the manuscript to be reviewed. Corresponding authors are asked to inform any listed co-authors of this Privacy Policy and obtain their consent before submitting their personal information to *Frontiers*.

Volunteers

Individuals volunteering to serve *Frontiers* in some capacity, (e.g., Editorial Board members, guest editors, and peer reviewers) are asked to indicate their availability for these opportunities via our

website. In addition to contact information, other information may be solicited depending on the nature of the volunteer service. This may include professional qualifications or references. Data submitted here is stored on our server. Access is limited to *Frontiers'* editorial staff only via password authentication.

Subscribers

Individuals provide their name and email address in order to subscribe to our mailing list. This mailing list is managed through our third-party service provider, MailChimp, and is subject to that organization's privacy policies and procedures. Individuals can remove themselves from the list at any time by click "Unsubscribe" at the end of any email received.

Conference Presentations

When proposing content for presentation on a *Frontiers*-organized panel, e.g., for The Forum's Annual Conference, individuals disclose limited personal information (name, contact information, brief biographies) along with their proposal. Data submitted here is stored on our server. Access is limited to *Frontiers'* editorial staff only via password authentication.

Information collected when participants register for The Forum's conference is subject to The Forum's [Privacy Policy](#).

Financial Information

Purchases of *Frontiers* publications are processed through The Forum on Education Abroad's website and subject to the conditions of their [Privacy Policy](#).

Public Website

Our website uses [cookies](#) to help us to improve your user experience. Some of the cookies we use are session cookies which last only until you close your browser; others are persistent cookies which are stored on your computer.

We will not use cookies to collect personally identifiable information about you. However, you can choose to reject or block the cookies set by The Forum or the websites of any of our third-party suppliers by changing your browser settings. Note that most browsers automatically accept cookies, so if you do not wish cookies to be used, you may need to actively delete or block the cookies.

Some of the functions within our website link to third-party suppliers, for example, when you visit a page with videos embedded from or links to Vimeo. These videos or links (and any other content from third party suppliers) may contain third party cookies. You can consult the policies of these third-party websites for information regarding their use of cookies.

3. How does *Frontiers* use and share your information?

Frontiers will follow the terms of this privacy policy. Your personally identifiable information will not be disclosed without your permission unless we are legally entitled or required to do so. We do not sell information to third parties.

Communications

We send regular communications to inform you of new publications and other events and opportunities organized by *Frontiers*, as well as occasional other communications related to publications or

opportunities sponsored by The Forum. You can opt in to communications using the subscription options on various volunteer and subscription forms. You can opt out of communications by clicking “Unsubscribe” at the end of any message.

Peer Review

Manuscript selection for research article and essay submissions received for regular issues of *Frontiers* is completed via a [double-blind peer review process](#). Volunteer peer reviewers do not receive personally identifiable information, except when individuals submitting manuscripts for consideration include potentially identifiable information in the text of their manuscript.

Book reviews and submissions to special issues undergo an open review process. All information received about the author(s) submitting these types of manuscripts will be transmitted to the identified book review or guest editors via email in order to complete the review and revision process.

Publications

When a manuscript is accepted for publication, the author(s)’s contact information is transmitted via email to *Frontiers*’ copy editor (a third-party service provider) so that the individual can be in touch with the authors regarding necessary edits for publication. The corresponding author is notified of the identity of this individual prior to contact. The copy editor is requested not to use the contact information provided for any other purposes, and to delete all records after the assigned work is completed.

Author names, professional affiliations, and occasionally biographies are included in the digital publication of accepted manuscripts on our website, and occasionally featured in other promotional materials, e.g. subscriber newsletters and social media under the direction of *Frontiers* and The Forum.

Once a manuscript is published on our website, we are unable to delete or anonymize personally identifiable information related to that manuscript.

Volunteer Recruitment and Recognition

Frontiers may use contact information to recruit volunteers or request assistance from professionals in the field. Those individuals always have the right to decline to serve, and to request not to receive future requests.

Individuals serving as volunteers, including Editorial Board members and peer reviewers, are recognized on our website by name and institutional affiliation.

Consent

Frontiers may share your information in any other manner to which you consent.

Legal Bases for Using Your Information

The laws in some jurisdictions, e.g., the European Union (EU), require us to tell you about the legal ground we rely on to use, process, or disclose your information. Where those laws apply, our legal grounds are as follows:

- To perform our obligations under a contract with you: For example, to comply with the terms of service of our website, which you accept by browsing and using the website, or when you submit an article for consideration by Frontiers;
- Consent: Where required by law and in some other cases, we collect and use your information on the basis of your implied or express consent.
- To further our or our partners' legitimate interests: For example, to provide security for the website, operate the website, comply with legal requirements, and prevent fraud.

4. How can you access and control your personal information?

You may request to view, update, or delete any of your personal information (except for published manuscripts) at any time by emailing your request to frontiersjournal@forumea.org

Your Rights

The EU's General Data Protection Regulation (GDPR) requires that we explicitly inform you of your rights regarding the data we collect and process from you.

You have the right to do the following:

- Withdraw your consent at any time. You have the right to withdraw consent where you have previously consented to the processing of your personal information.
- Object to processing of your data. You have the right to object to the processing of your information if the processing is carried out on a legal basis other than consent.
- Access your data. You have the right to learn if your information is being processed by us, obtain disclosure regarding certain aspects of the processing, and obtain a copy of the information we have retained.
- Verify and seek rectification. You have the right to verify the accuracy of your data and ask for it to be updated or corrected.
- Restrict the processing of your data. You have the right, under certain circumstances, to restrict the processing of your personal information. In this case, we will not process your data for any purpose other than storing it.
- Have your data deleted or otherwise removed. You have the right, under certain circumstances, to obtain the erasure of your data by The Forum.
- Receive your data and have it transferred to another controller. You have the right to receive your data in a structured, commonly used, and machine readable format and, if technically feasible, to have it transmitted to another controller without any hindrance.
- Lodge a complaint. You have the right to bring a claim before the competent data protection authority.

Any requests to exercise these rights can be directed to *Frontiers* through the contact details provided at the end of this document. These requests can be exercised free of charge and will be addressed by *Frontiers* staff as early as possible and always within one month of receiving the request.

5. How long is information stored?

Frontiers' policy is to keep data for as long as necessary to fulfill the originally intended purpose. Where practicable, collected data is anonymized for long-term storage and the original identifying information is destroyed.

6. Other important information

Changes to Privacy Policy

This privacy policy may change from time to time. Any substantial amendments to this privacy policy and the way in which your personal information is used will be updated on this page. We will also do our best to notify you of any significant changes. Check our privacy policy on a regular basis.

Effective Date

This policy is effective beginning September 12, 2018.