

Oxford New Books

Privacy Policy

This privacy policy explains how we use the information we collect about you and the procedures that we have in place to safeguard your privacy whilst you use the Oxford New Books website. It was last updated on 09/05/2024.

We will only use the information that we collect about you lawfully, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

We may update this policy from time to time. If we do, any changes will be detailed on this page for you to refer to. If you have any questions, or any requests concerning your personal information please contact us by email at: oxfordnewbooks@gmail.com

What data do we collect?

We use Google Analytics to track how our visitors use our website. For visitors of our website, we don't collect any data that could identify you or any personal information.

If you submit a journal article to us, we will process the following data about you:

- Your name
- Your email address
- Details of your education (e.g. university affiliation)

How do we collect your data?

You directly provide *Oxford New Books* with most of the data we collect. We collect data and process data when you:

- Use or view our website via your browser's cookies
- Submit an article to us
- Sign our publishing agreement (which includes details of your full name)

How will we use your data?

Oxford New Books collects data so that we can:

- Improve our website & user experience
- Communicate with authors about their contributions to the journal

We do not use your data for marketing or any other purposes.

How do we store your data?

All Google Analytics data collected via users visiting our website is securely stored by Google as part of their Google Analytics service.

Oxford New Books stores the data of authors who submit to the journal. This data includes their name, email address, address, and details of their education (e.g. university affiliation). This data is provided by authors to Oxford New Books. This data is stored on the University of Oxford's cloud-based Nexus365 service.

Data is stored in a locked spreadsheet, only accessible by key members of *Oxford New Books*. This data is regularly updated to remove outdated entries, and only key information (email and name) and a copy of the publishing agreement is retained for authors of articles. If you were unsuccessful in publishing with us, we do not retain copies of your article or information about your personal data (for example, your email address).

Marketing

Oxford New Books does not store your data for marketing or remarketing reasons and will not contact you against your will.

What are your data protection rights?

Oxford New Books would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object to processing
- The right to data portability
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If you make a request, we will respond within 28 business days. If you would like to exercise any of these rights, please contact us at oxfordnewbooks@gmail.com

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit: allaboutcookies.org

How do we use cookies?

Oxford New Books uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, we cannot guarantee that all of our website features will function as a result.

Privacy policies of other websites

The *Oxford New Books* website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that *Oxford New Books* has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.