

Privacy Notice

The Institute and Faculty of Actuaries (**we, us, our**) are committed to protecting and respecting your privacy.

This privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting the online peer review system (OPRS) provided by Clarivate (the Site) you are accepting and consenting to the practices described in this notice. Clarivate may also provide their own privacy notice, which you should also read.

1. Important information and who we are

Controller

For the purposes of the Data Protection Act 2018, and the General Data Protection Regulation ((EU) 2016/679), the data controller is the Institute and Faculty of Actuaries, Holborn Gate, 326-330 High Holborn, London, WC1V 7PP. Registered with the Information Commissioner's Office in the United Kingdom (Reference Z4899224)

We do not sell, share or transfer personal information except as set out in this privacy notice.

Contact details

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to the Data Protection Officer via data.protection@actuaries.org.uk or by post to the Institute and Faculty of Actuaries, Holborn Gate, 326-330 High Holborn, London, WC1V 7PP.

Changes to the privacy notice and your duty to inform us of changes

Any changes we may make to our privacy notice in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy notice.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Third-party links

The Site may, from time to time, contain links to and from the websites of our partner networks, and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy notices and that we do not accept any responsibility or liability for these notices. Please check these notices before you submit any personal information to these websites.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

You will need to register as a user on the Site in order to submit, review or edit content. The types of data we may collect includes:

- **Identity Data** includes first name, last name, username or similar identifier, title, and gender.
- **Contact Data** includes email address and telephone numbers.

- **Profile Data** includes your username and password.
- **Usage Data** includes information about how you use the site.
- **Marketing and Communications Data** includes your preferences in receiving marketing and communications from us and our third parties.
- **Performance Data** includes user ratings and user metrics that we collect to report on the peer review process.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data), nor do we collect any information about criminal convictions and offences.

If you fail to provide personal data

You will need to register for an account on the Site and provide some basic personal information (such as name and email address) in order to submit a manuscript or to perform a review.

3. How is your personal data collected?

We collect data from and about you when you use or interact with the Site or create an account on the Site. We may also collect personal data when you correspond with us by post, phone, email, or otherwise.

4. How we use your personal data

We will only use your personal data when the law allows us to do so. Most commonly, we will use your personal data:

- To process your manuscript through to publication and/or to invite you to act as a reviewer.
- To notify you about changes to our service.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Purposes for which we will use your personal data

Purpose/Activity	Type of data	Lawful basis for processing
To register you as a new user.	(a) Identity (b) Contact	(i) Performance of a contract with you
To manage our relationship with you which will include: <ul style="list-style-type: none"> • Notifying you about changes to our privacy notice; • Asking you to review the Site or take a survey. 	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(i) Performance of a contract with you (ii) Necessary to comply with a legal obligation (iii) Necessary for our legitimate interests (to keep our records updated and to study how users interact with the Site).
To administer and protect our business and this Site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	(a) Identity (b) Contact (c) Technical	(i) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise) (ii) Necessary to comply with a legal obligation

Contacting you

We will use your contact details for academic purposes, for example to request that you review a book/article, to confirm successful submission of content, or to solicit new content.

Marketing

You have the right to ask us not to process your personal information for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

By opting in to marketing communications you will receive information by email regarding {the journal} content, including free trials, special issues and highlighted papers, as well as related material.

Opting out

You have the right to request to be removed from our database or to stop receiving communications by selecting the relevant options or following the account removal links accessible via your user account. This will remove your details from this Site. However, if you have also signed up to receive communications from either the Institute and Faculty of Actuaries or Cambridge University Press on any other platform you may continue to receive communications and will need to contact them directly through the Data Protection Officer via data.protection@actuaries.org.uk

Change of purpose

We will only use your personal information for the purpose for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Partnership with Cambridge University Press

We may share your personal information with Cambridge University Press with whom we partner to publish Annals of Actuarial Science. In order to fulfil our journal publishing service, some information will be shared with selected third parties, including business partners, suppliers and sub-contractors, in order to publish accepted manuscripts and enhance the author experience.

In the event that the journal changes publishers, your information may be transferred to the new publisher.

6. Disclosures of your personal data

Outside of our publishing relationship with Cambridge University Press, we may disclose your personal information to third parties in order to comply with any legal obligation.

7. International transfers

The data that we collect from you may be transferred to, and stored at, a location outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or one of our suppliers. By submitting your personal information, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated

securely and in accordance with this privacy notice.

All information you provide to us is stored on our secure servers or those of our service providers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

8. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will retain your personal information indefinitely as this forms the record of peer review for the journal.

10. Your legal rights

You have the right to ask us to correct any incorrect personal information we store about you, to delete personal information, or otherwise restrict our processing, or to receive an electronic copy of the personal information you provided to us.

To ask for a copy of the information we hold, or to ask us to correct or otherwise alter our current processing, please email us at data.protection@actuaries.org.uk

11. Complaints

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the relevant supervisory authority, which in the UK is the Information Commissioner's Office (www.ico.org.uk) at Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Last Updated: June 2018