

## Romance, Revolution and Reform Privacy Policy

We reserve the right to modify this privacy policy at any time. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to the policy we will notify you via email that it has been updated.

### **Our contact details**

Name: Romance, Revolution and Reform

Address: Avenue Campus, Highfield Rd, Southampton SO17 1BF

E-mail: rrr@soton.ac.uk

Website: [www.rrrjournal.com](http://www.rrrjournal.com)

### **The type of personal information we collect**

We currently collect and process the following information:

- Name
- Email address
- Institutional affiliation and department
- Career stage
- Research interests
- Country

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To join our mailing list.
- To join our reviewers list.
- To submit an article, review or abstract.

We may also receive personal information indirectly from third parties that we use to deliver our services, including:

- We advertise and ticket events using platforms such as Eventbrite. Platforms such as Eventbrite store some personal information, e.g. IP addresses.

We use the information that you have given us in order to

- Contact our mailing list to circulate information such as news, upcoming events and opportunities, and the publication of new issues.
- Contact suitable reviewers for each issue of *Romance, Revolution and Reform*.
- Contact suitable peer reviewers for each journal article submission.
- Liaise with authors, board members and conference speakers.

This information is not shared.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting the Editor-in-Chief at [rrr@soton.ac.uk](mailto:rrr@soton.ac.uk).

## How we store your personal information

Your information is securely stored on the University of Southampton's servers. Email addresses of our mailing list members may be temporarily held on the personal computers of the Editor-in-Chief or Deputy Editor immediately prior to the mailing list being contacted, but this will only be in accordance with a strict use and delete policy.

We use third parties to allow us to publish online, collect requests to join our mailing and reviewers list, advertise and ticket events and to deliver our newsletter. Third parties include: Wix.com for website hosting and collecting responses to our mailing and reviewers list; and Eventbrite for advertising and ticketing events. Your data may be stored in the secure systems of these third parties in order for *Romance, Revolution and Reform* to deliver our services.

We keep names, email addresses, institutional affiliations and departments, career stages, research interests and countries until you withdraw your consent. We will then dispose of your information by deleting it from our database and any third party systems it is stored on.

If you are a member of the Editorial Board, these details will be deleted one year after your departure from the board.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [rrr@soton.ac.uk](mailto:rrr@soton.ac.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [rrr@soton.ac.uk](mailto:rrr@soton.ac.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>