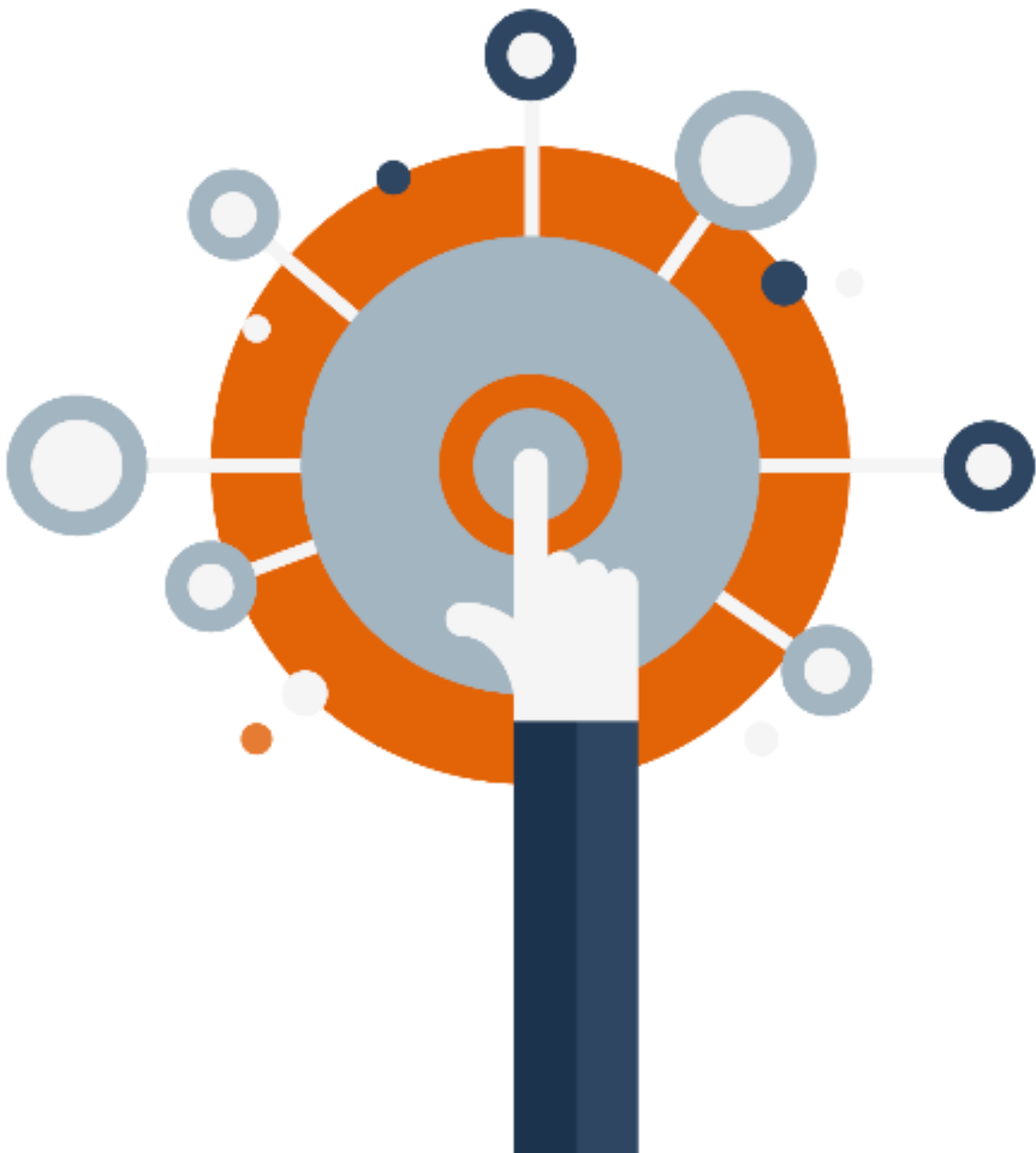


# UNSILO

# Privacy Policy

February 2019, v1.04



# CONTENTS

<b>We Respect Your Privacy</b>	<b>3</b>
<b>UNSILO Privacy Policy</b>	<b>3</b>
THE BIG PICTURE	3
INFORMATION COLLECTION AND USE	4
YOUR PERSONAL INFORMATION	4
NON-IDENTIFYING INFORMATION	4
HOW WE USE YOUR INFORMATION	4
AGGREGATING INFORMATION	4
DEMOGRAPHIC PROFILING	4
NEWSLETTERS AND MARKETING	4
LOG DATA	5
COOKIES	5
INFORMATION SHARING AND DISCLOSURE	5
CHANGING OR DELETING YOUR INFORMATION	5
SECURITY	5
SAFE HARBOR PRINCIPLES	6
CONTACT INFORMATION	7

## Revision history:

Version	Initials	Date	Notes
1.00	MR	2018-10-20	New Privacy Policy Established
1.01	MR	2018-11-01	Added preamble "We Respect Your Privacy"
1.02	MR	2018-11-07	Added section 10, COOKIES
1.03	MR	2018-11-15	Added section 14, SAFE HARBOR PRINCIPLES
1.04	MR	2019-02-11	Amended section 1.6.3 to include user selections

# We Respect Your Privacy

The UNSILO team takes your privacy very seriously. We work hard to make it easy for you to use our Services to find information and to share information what you wish to share, while safeguarding your private stuff. Our services are designed to provide a simple ways to search for relevant information across a large number of documents, to seamlessly provide suggestions relevant to your work process, and to facilitate submission to and review of your work by the Editors, Reviewers, Journals, Publishers, and Service Providers of your choice.

For more details on all of these points, please read our Privacy Policy below.

## UNSILO Privacy Policy

### 1. THE BIG PICTURE

- 1.1 UNSILO provides this Privacy Policy to inform you of our policies and procedures regarding the collection and use of personal information we receive from users of UNSILO Services. This Privacy Policy applies to all information that is provided to us through the UNSILO Services. This Privacy Policy may be updated from time to time. We will notify you of any material changes by posting the updated Privacy Policy on the UNSILO Service. You are advised to consult this policy regularly for any changes.
- 1.2 Here are the basics:
  - 1.2.1 We collect information about how users access UNSILO Services.
  - 1.2.2 We use this information to make UNSILO Services better. For everyone.
  - 1.2.3 We protect the privacy of our users and NEVER share private information with third parties.
  - 1.2.4 You can opt out at any time, either temporarily or permanently.
- 1.3 The hardworking team behind UNSILO is pleased to provide access to the UNSILO Services. The public Services available at our website provides an opportunity for prospective partners to try our Service, evaluate how UNSILO can help them and their organization, and provide valuable feedback that will help us make the Service better.
- 1.4 Direct feedback and comments from our users are very valuable, especially when combined with information automatically gathered about how our users access the Service. To that end, UNSILO collects key information that help us improve the Service. Some of this information may be personally identifiable information. We may also collect personally identifiable information about our users in other ways, for instance, if you send us an email with your name in it. By accessing the Service, you are agreeing to allow UNSILO to store this type of data on our servers.
- 1.5 We may also collect anonymous contextual information about how users access the Service. While no personally identifiable information is associated with this type of information in our database, it may still be possible to associate the collected information with a specific user (e.g., through a combination with third-party data). However, it is our policy not to make such associations, and to make it difficult to determine such associations.
- 1.6 Among the kinds of information we track, are the following:
  - 1.6.1 When the Service runs in your browser and the amount of time it is actively used
  - 1.6.2 Browser incompatibilities and the Service state around the time of such problems
  - 1.6.3 Your selections and options (for instance, whether you activate or disable certain features)
  - 1.6.4 Your browser version and system information that may affect performance of the Services.

Thank you for your understanding. Your contributions will help us make UNSILO a great product.

## 2. INFORMATION COLLECTION AND USE

- 2.1 In this policy, when we say we 'collect' information, we generally mean that the Service keeps track of information locally and may periodically upload some of this information to our Metrics Service. The Metrics Service stores the information persistently in a database for later use.
- 2.2 When we say we 'use' information, we generally mean that we store it, retrieve it, parse it, aggregate it, analyze it, report on it, combine it with information from other sources, and do similar transformations and analyses in pursuit of understanding how users in aggregate use UNSILO and how we can make UNSILO better. Our primary goals in collecting information are to provide and improve our Services, features, and content.

## 3. YOUR PERSONAL INFORMATION

- 3.1 When you communicate with us or use the Service, we may collect personally identifiable information about you. This refers to information about you that can be used to contact or identify you ('Personal Information'). For instance, if you email us requesting support, you'll provide us with your email address so we can respond to you. Personal Information can also include, but is not limited to, your name, phone number, IP address, or home address. (We might not ask you for all or any of these things, but you might provide them to us without our asking, for instance, in an email to us.) We use your Personal Information mainly to provide the Service and to respond to your requests for support.

## 4. NON-IDENTIFYING INFORMATION

- 4.1 We collect Non-Identifying information that you provide or that is provided to us about you when using the Service (e.g. what features of the Service you use, the information you upload, information from the sources you allow the Service to connect to on your behalf, such as LinkedIn, and your individual preferences). We may also collect Non-Identifying Information about your age, gender, title, occupation, and location if it is available to us.
- 4.2 For instance, LinkedIn might tell us that you're Senior Researcher with a Scientific Publisher in California. This information may come from the data you've supplied in your LinkedIn profile and agreed to share with UNSILO. This information on its own isn't enough to identify you specifically. If you are using the free version of our Services, we also collect the categories of information listed in the "Please Read This Carefully" section above. All this information is considered Non-Identifying Information.

## 5. HOW WE USE YOUR INFORMATION

- 5.1 We use your Personal Information (in some cases, in conjunction with your Non-Identifying Information) to provide you with and improve the Service, and to respond to your requests for support.

## 6. AGGREGATING INFORMATION

- 6.1 We may aggregate the Non-Identifying Information we collect with the same kinds of information collected from other UNSILO Users to provide you with a better experience, to improve the quality and value of the Service, and to analyze and understand how those Services are used. We may also use information you provide without aggregating it to serve you specifically; for instance, to deliver a product to you according to your preferences or restrictions.

## 7. DEMOGRAPHIC PROFILING

- 7.1 We might also use non-aggregated information for development or demographic profiling purposes, but any such use would not be personally identifiable. For instance, we might combine the information LinkedIn sends us about your occupation and location with the data you provide us about your use of the Service to find out more about which groups of people use specific features. As an example, we might do this to get a sense of how users from the publishing industry use UNSILO to share documents, but not who those users actually are.

## 8. NEWSLETTERS AND MARKETING

- 8.1 We also may use your Personal Information to contact you with UNSILO newsletters, marketing, promotional materials, or other information that may be of interest to you, either generally or in your capacity as a participant in our preview program. If you decide at any time that you no longer wish to receive such communications from us, please follow the unsubscribe instructions provided in any of such communications. (See 'Changing or Deleting Information' below.)

## 9. LOG DATA

- 9.1 When you visit the Service, whether you're a registered user of the Service or visiting a link as a non-registered user, our servers automatically record information that your browser normally sends whenever you visit a website ('Log Data'). This is different from the information the Service will record as part of the beta test as described in the 'Please Read This Carefully' section at the top of this Policy; here, we're talking about information that's automatically collected by our web server in order to show you pages hosted on the UNSILO web servers. This data is collected whether or not you use the Service, but only when you visit our website. This Log Data may include information such as your computer's Internet Protocol ('IP') address, browser type, the web page you were visiting before you came to our Sites, pages of our Sites that you visit, the time spent on those pages, information you search for on our Sites, access times and dates, and other statistics. We use this information to monitor and analyze use of the Sites and the Service and for the Sites' technical administration, to increase our Sites' functionality and user-friendliness, and to better tailor it to our visitors' needs. We also use this information to verify that visitors to the Sites meet the criteria required to process their requests.

## 10. COOKIES

- 10.1 Like many websites, we may use 'cookies' to collect information. A cookie is a small data file that is stored on your computer's hard disk for record-keeping purposes. We may also utilize session ID cookies to enable certain features of the Service, to better understand how you interact with the Service, and to monitor aggregate usage by UNSILO Users and web traffic routing on the Service. Unlike persistent cookies, session cookies are deleted from your computer when you log off from the Service and close your browser. We have no third-party advertisers on our Service today, but we may in the future. These third parties may also place or read cookies on your browser. You can instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from any websites you visit. If you do not accept cookies, however, you may not be able to use all portions of the Service or all functionality of the Service.

## 11. INFORMATION SHARING AND DISCLOSURE

- 11.1 UNSILO cooperates with government and law enforcement officials and private parties to enforce and comply with the law. We may disclose information about you to government or law enforcement officials or private parties that we, in our sole discretion, believe necessary or appropriate to respond to claims and legal processes (including but not limited to subpoenas), to protect the property and rights of UNSILO or a third party, to protect the safety of the public or any person, or to prevent or stop activity we may consider to be, or to pose a risk of being, illegal, unethical or legally actionable.
- 11.2 In connection with a merger, acquisition, reorganization, or sale of assets, UNSILO may transfer some or all of its assets, including your Personal Information. UNSILO will notify you, by posting an updated Privacy Policy, before transferring your information to a new entity as part of a merger, acquisition, reorganization or sale of some or all of its assets, if the new entity's processing of your information will materially differ from that set forth in this Privacy Policy.

## 12. CHANGING OR DELETING YOUR INFORMATION

- 12.1 As the majority of information we collect and store is non-identifiable and anonymous, it may be difficult (if not impossible) for us to locate and delete the data we've collected from you. If you would like us to delete any records associated with you in our system, please contact us and we will attempt to accommodate your request if we can locate the records, and if we do not have any legal obligation to retain the records. See below for privacy contact information.

## 13. SECURITY

- 13.1 UNSILO is very concerned with safeguarding your information. We employ administrative, physical and electronic measures designed to protect your information from unauthorized access. We will make any legally required disclosures of any breach of the security, confidentiality, or integrity of your electronically stored Personal Data (as defined in applicable state statutes on security breach notification) to you via email, or by conspicuous posting on this Site in the most expedient time possible and without unreasonable delay, insofar as consistent with (i) the legitimate needs of law enforcement or (ii) any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

## 14. SAFE HARBOR PRINCIPLES

- 14.1 UNSILO adheres to the Safe Harbor Agreement concerning the transfer of personal data from the European Union (“EU”) to the United States of America. Accordingly, we follow the Safe Harbor Principles published by the U.S. Department of Commerce (the “Principles”) with respect to all such data. If there is any conflict between the policies in this privacy policy and the Principles, the Principles shall govern. This privacy policy outlines our general policy and practices for implementing the Principles, including the types of information we gather, how we use it and the notice and choice affected individuals have regarding our use of and their ability to correct that information. This privacy policy applies to all personal information received by UNSILO whether in electronic, paper or verbal format.
- 14.2 In this section 14, “Personal Information” or “Information” means information that (1) is transferred from the EU to the United States; (2) is recorded in any form; (3) is about, or pertains to a specific individual; and (4) can be linked to that individual. “Sensitive Personal Information” means personal information that reveals race, ethnic origin, sexual orientation, political opinions, religious or philosophical beliefs, trade union membership or that concerns an individual’s health.
- 14.3 **Notice:** UNSILO shall inform an individual of the purpose for which it collects and uses the Personal Information and the types of non-agent third parties to which UNSILO discloses or may disclose that Information. UNSILO shall provide the individual with the choice and means for limiting the use and disclosure of their Personal Information. Notice will be provided in clear and conspicuous language when individuals are first asked to provide Personal Information to UNSILO, or as soon as practicable thereafter, and in any event before UNSILO uses or discloses the Information for a purpose other than for which it was originally collected.
- 14.4 **Choice:** UNSILO will offer individuals the opportunity to choose (opt out) whether their Personal Information is (1) to be disclosed to a third party or (2) to be used for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. For Sensitive Personal Information, UNSILO will give individuals the opportunity to affirmatively or explicitly (opt out) consent to the disclosure of the information for a purpose other than the purpose for which it was originally collected or subsequently authorized by the individual. UNSILO shall treat Sensitive Personal Information received from an individual the same as the individual would treat and identify it as Sensitive Personal Information.
- 14.5 **Onward Transfers:** Prior to disclosing Personal Information to a third party, UNSILO shall notify the individual of such disclosure and allow the individual the choice (opt out) of such disclosure. UNSILO shall ensure that any third party for which Personal Information may be disclosed subscribes to the Principles or are subject to law providing the same level of privacy protection as is required by the Principles and agree in writing to provide an adequate level of privacy protection.
- 14.6 **Data Security:** UNSILO shall take reasonable steps to protect the Information from loss, misuse and unauthorized access, disclosure, alteration and destruction. UNSILO has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the Information from loss, misuse, unauthorized access or disclosure, alteration or destruction. UNSILO cannot guarantee the security of Information on or transmitted via the Internet.
- 14.7 **Data Integrity:** UNSILO shall only process Personal Information in a way that is compatible with and relevant for the purpose for which it was collected or authorized by the individual. To the extent

necessary for those purposes, UNSILO shall take reasonable steps to ensure that Personal Information is accurate, complete, current and reliable for its intended use.

14.8 **Access:** UNSILO shall allow an individual access to their Personal Information and allow the individual to correct, amend or delete inaccurate information, except where the burden or expense of providing access would be disproportionate to the risks to the privacy of the individual in the case in question or where the rights of persons other than the individual would be violated.

14.9 **Enforcement:** UNSILO uses a self-assessment approach to assure compliance with this privacy policy and periodically verifies that the policy is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented and accessible and in conformity with the Principles. We encourage interested persons to raise any concerns using the contact information provided and we will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of Personal Information in accordance with the Principles. If a complaint or dispute cannot be resolved through our internal process, we agree to dispute resolution using (an independent resource mechanism) as a third party resolution provider.

## 15. CONTACT INFORMATION

15.1 Questions, comments or complaints regarding UNSILO's Safe Harbor Policy or data collection and processing practices can be mailed or emailed to:

UNSILO  
Attn: Legal Department  
Inge Lehmanns Gade 10  
DK-8000 Aarhus C  
Denmark