DE GRUYTER

DATA PROTECTION DECLARATION FOR AUTHORS

Information for Authors in Accordance with Article 13 of the GDPR

With this data protection declaration, we would like to inform you of how we process your author data. We are hereby fulfilling our information obligation to you in accordance with article 13 of the GDPR.

A. Name and Contact Details of the Party Responsible for Data Protection

Walter de Gruyter GmbH
Genthiner Straße 13
D-10785 Berlin / Germany

Tel: +49 30 260 05-0
Fax: +49 30 260 05-251
E-Mail: service@degruyter.com

B. Data Protection Officer:

Thorsten Feldmann
JBB Rechtsanwälte
Christinenstraße 18/19
10119 Berlin
e-mail: datenschutz@degruyter.com

C. Author and Publisher Management for Book Publishing

If you have entered into an author or publisher contract regarding the publishing of a book, we shall process your data in the following manner.

I. Categories of Processed Data

We process the following data:

- Name
- Address (private)
- Address (institute)
- Telephone number
- Fax
- Email address
- Bank account details
- Tax number

- Whether you pay VAT or not
- Any other addresses than the billing address
- Delivery address
- Accounting information
- Dunning levels
- Delivery blocks
- Customer blocks
- Extra printing costs

II. Purpose and Legal Grounds for Processing

We use this data for general author and publisher management for the purpose of publishing the book or article. Specifically, this includes creating contracts, payments and general fulfilment of the publishing contract. The relevant legal grounds can be found in article 6 paragraph 1 b) of the GDPR.
Finally, we archive your data for bookkeeping and tax purposes. This is carried out due to article 6 paragraph 1 c) of the GDPR in combination with §147 of the AO and 257 of the HGB.

III. Recipients or Categories of Recipients of Personal Data

Your data will be processed by the following departments within De Gruyter for the purposes of author and publisher management:

- Editing Department
- Publishing Management Department
- Production Department
- Bookkeeping Department
- Fulfilment Department
- IT Department
- Sales/Marketing Department
- Rights and Licences Department

If necessary, we also transfer this data to external authorities. These include our technical service provider but also:

- Freelancers
- Peer reviewers
- Shipping providers
- Distribution providers
- Printers and typesetting providers
- De Gruyter subsidiaries

IV. Transfers to Third Countries

Transfers are made to the United States of America. Most significantly, we transfer data to our subsidiary in the USA, De Gruyter Inc. We also transfer data to our website provider Pubfactory for development and maintenance purposes.

V. Duration of Saving

The following data is saved for the duration of the author or publisher contract and for 11 years and 6 months after its end:

- Name
- Address (private)
- Address (institute)
- Telephone number
- Fax
- Email address
- Bank account details
- Tax number
- Whether you pay VAT or not
- Any other addresses than the billing address
- Delivery address
- Accounting information
- Dunning levels

The following data is saved for the duration of the author or publisher contract and for 4 years and 6 months after its end:

- Delivery blocks
- Customer blocks
- Extra printing costs

D. Publication of a Newspaper Article

If you have entered into an author contract regarding the publishing of a newspaper article, we shall process your data in the following manner.

I. Categories of Processed Data

We process the following data:

- Name
- Address

- Telephone number
- Fax
- Email address
- Specialist skills/areas
- Account details in case of transfer of Open Access charges or payment of fees

II. Purpose and Legal Grounds for Processing

We only use this data for the publishing of your newspaper article. The relevant legal grounds can be found in article 6 paragraph 1 b) of the GDPR.
Finally, we archive your data for bookkeeping and tax purposes. This is carried out due to article 6 paragraph 1 c) of the GDPR in combination with §147 of the AO and 257 of the HGB.

III. Recipients or Categories of Recipients of Personal Data

Your data will be processed by the following departments within De Gruyter:

- Editing
- Production Department
- IT Department
- Marketing Department
- Fulfilment Department
- Accounting Department (in case of transfer of Open Access charges or payment of fees)

If necessary, we also transfer this data to external authorities. These include our technical service provider but also:

- Freelance editors
- Publishers
- Business advisors (board of trustees, advisors, advisory boards)
- De Gruyter subsidiaries

IV. Transfers to Third Countries

Transfers are made to the United States of America. Most significantly, we transfer data to our subsidiary in the USA, De Gruyter Inc. We also transfer data to our website provider Pubfactory for development and maintenance purposes.

V. Duration of Saving

The following data is saved for the duration of the contract and for 11 years and 6 months after its end:

- Name
- Address
- Telephone number
- Fax
- Email address

The following data is saved for the duration of the contract and for 4 years and 6 months after its end:

- Specialist skills/areas

E. Creating a Manuscript for an Online Database

If you want to publish a manuscript in our online database, we shall process your data in the following manner.

I. Categories of Processed Data

We process the following data:

- Name
- Address
- Telephone number
- Fax
- Email address

II. Purpose and Legal Grounds for Processing

We only use this data for the publishing of a database article or entry. The relevant legal grounds can be found in article 6 paragraph 1 b) of the GDPR. We also retain your data to contact you about the creation of new articles. The relevant legal grounds can be found in article 6 section 1 f) of the GDPR. This purpose also comprises our legitimate interest in data processing.
Finally, we archive your data for bookkeeping and tax purposes. This is carried out due to article 6 paragraph 1 c) of the GDPR in combination with §147 of the AO and 257 of the HGB.

III. Recipients or Categories of Recipients of Personal Data

Your data will be processed by the following departments within De Gruyter:

- Editing and typesetters
- Production
- IT

- Marketing Department

If necessary, we also transfer this data to external authorities. These include our technical service provider but also:

- Freelance editors
- Publishers
- Business advisors (board of trustees, advisors)
- De Gruyter subsidiaries

IV. Transfers to Third Countries

Transfers are made to the United States of America. Most significantly, we transfer data to our subsidiary in the USA, De Gruyter Inc. We also transfer data to our website provider Pubfactory for development and maintenance purposes.

V. Duration of Saving

The data is saved for the duration of the contract and for 11 years and 6 months after its end.

F. Creating an Encyclopaedia Contribution

When you create a contribution for our encyclopedia, we shall process your data in the following manner.

I. Categories of Processed Data

We process the following data:

- Name
- Address
- Telephone number
- Fax
- Email address
- Bank account details
- Accounting information
- Dunning levels
- Delivery blocks

II. Purpose and Legal Grounds for Processing

We only use this data for the publishing of a contribution to our encyclopaedia. The relevant legal grounds can be found in article 6 paragraph 1 b) of the GDPR. We also retain your data to contact you about the creation of new contributions. The relevant legal grounds can be

found in article 6 section 1 f) of the GDPR. This purpose also comprises our legitimate interest in data processing.
Finally, we archive your data for bookkeeping and tax purposes. This is carried out due to article 6 section 1 c) of the GDPR in combination with §147 and onwards of the AO and 257 of the HGB.

III. Recipients or Categories of Recipients of Personal Data

Your data will be processed by the following departments within De Gruyter:

- Editing
- Production
- IT
- Marketing

If necessary, we also transfer this data to external authorities. These include our technical service provider but also:

- Freelance editors
- Publishers
- Business advisors (board of trustees, advisors)
- De Gruyter subsidiaries

IV. Transfers to Third Countries

Transfers are made to the United States of America. Most significantly, we transfer data to our subsidiary in the USA, De Gruyter Inc. We also transfer data to our website provider Pubfactory for development and maintenance purposes.
V. Duration of Saving
The following data is saved for the duration of the contract and for 11 years and 6 months after its end:

- Name
- Address
- Telephone number
- Fax
- Email address
- Bank account details
- Accounting information
- Dunning levels

The following data is saved for the duration of the contract and for 4 years and 6 months after its end:

- Delivery blocks

G. Marketing Activities

As an author, we want to keep you up to date with information about our products, services and offers. To this end, we offer you the chance to receive marketing emails from us. As an author, we also offer you the chance to register for 'Kudos' services from Kudos Innovations Ltd. You can find out more about Kudos here: https://www.growkudos.com/ and about related data processing here: https://www.growkudos.com/about/privacy.

I. Categories of Processed Data

We process the following data:

- Name
- Address
- Telephone number
- Fax
- Email address
- Advertising block
- Job title
- Company
- Affiliation
- Department
- Language
- Title
- Use history (clicked email, opened or not)

If you register for the Kudos service, we shall process the following data:

- Full name
- DOI
- Email address

II. Purpose and Legal Grounds for Processing

We process your data so we can provide you with information about products, business models and publishing topics. The relevant legal grounds can be found in article 6 section 1 a) and article 95 of the GDPR in combination with §7 paragraph 2 number 3, paragraph 3 of the UWG

and article 6 paragraph 1 f) and article 95 of the GDPR in combination with §7 paragraph 3 of the UWG. Our legitimate interest here is to carry out direct advertising.
If you want to use Kudos, we will transfer data to Kudos for this purpose at your express request. The legal grounds can be found in article 6 paragraph 1 a) of the GDPR.

III. Recipients or Categories of Recipients of Personal Data

Your data will be processed by the following departments within De Gruyter:

- Marketing Department
- Sales Department

If you expressly wish, we transfer your data to Kudos Innovations Ltd to this end.

IV. Transfers to Third Countries

Transfers are made to the following countries:

- The United States of America
- Switzerland

Switzerland has a level of data protection deemed reasonable by the EU Commission. Transfers are made to the United States of America. Most significantly, we transfer data to our subsidiary in the USA, De Gruyter Inc. We also transfer data to our website provider Pubfactory for development and maintenance purposes.

V. Duration of Saving

If processing is affected by a declaration of consent, your data will be saved until you revoke your consent. If you do issue any such revocation, promotional contact shall cease immediately but data shall be deleted after at least 6 months.
When processing data due to a legitimate interest, your data will be deleted after 5 years and 6 months unless you contest such processing. In this case, promotional contact shall cease immediately but data shall be deleted after at least 6 months.

H. Rights of Affected Parties

The GDPR guarantees you certain rights that you can exercise against us if the statutory conditions apply.

- **Article 15 of the GDPR - Affected Parties' Right to Information**: You have the right to request a confirmation from us as to whether personal data affecting you is processed and, if yes, what information this is and how this data is processed.

- **Article 16 of the GDPR - Right to Correction**: You have the right to request the immediate correction of incorrect personal data affecting you. Considering the purpose of processing, you also have the right to request that incomplete personal data is completed - even by way of submitting an explanation.
- **Article 17 of the GDPR - Right to Deletion**: You have the right to request that we immediately delete personal data affecting you.
- **Article 18 of the GDPR - Right to Limit Processing**: You have the right to demand that we limit the processing of data.
- **Article 20 of the GDPR - Right to Data Transferability**: You have the right to receive personal data affecting you and provided by you in a structured, standard and machine-readable format and to transfer this data to another responsible authority without hinderance from us or to have this data transferred directly insofar as technically possible if data is processed based on consent or the fulfilment of a contract.
- **Article 21 of the GDPR - Right to Object**: For reasons resulting from your particular situation, you have the right to object to the processing of personal data affecting you required due to our legitimate interest or necessary to uphold a task of public interest or to exercise official authority. If you exercise your right to object, we will no longer process your personal data unless we can prove compelling grounds worthy of protection that outweigh your interests, rights and freedoms or if processing is required for the exercising or defending of legal claims.

  If we process your personal data to operate direct advertising, you have the right to object to such processing at any time. If you object to data processing for the purposes of direct advertising, your personal data will no longer be processed for these purposes.
- **Article 77 of the GDPR in Combination with §19 of the GDPR - Right to Complain to a Supervisory Body**: You have the right to complain to a supervisory body, especially in the member state of your residence, your workplace or the location of the alleged violation, if you believe that the processing of personal data affecting you violates applicable law.

  If you have granted us consent, you have the right to revoke your consent at any time. All data processing that we undertook up to the point of your revocation shall remain lawful. To this end, you can send us a message to datenschutz@degruyter.com.

I. Statutory and Contractual Obligations to Provide Data

You are never obliged to provide us with data. If you do not provide the data outlined above for processing, we shall not be able to enter into a contract with you or, if one has been entered into, fulfil the contract. In the case of Kudos, we are not able to provide you with this service without your data. If you do not provide us with your data for direct marketing, we can no longer inform you about our products, services and publishing topics.

J. Automated Decisions including Profiling

We do not use automatic decision making that would disadvantage you or have legal consequences for you.