

Privacy Policy of Akadémiai Kiadó Zrt.

Data management of the scientific manuscript submission services operated by Akadémiai Kiadó

A brief description of how the service is processed

Akadémiai Kiadó Zrt. operates several services for the submission and review of scientific manuscripts in order to control the content and form of the articles published in its scientific journals and to create the technical conditions for their publication (for example <https://akjournals.com/>, <https://resource-cms.springernature.com>, <https://msp.org/>). These interfaces have two main functions, each of which involves a process for managing personal data.

1. By submitting a manuscript, the author voluntarily registers for the service.
2. For the evaluation of manuscripts, Akadémiai Kiadó, the administrator of the manuscript submission system, invites reviewers with relevant academic degrees and experience from open databases. The request will be sent to the e-mail address in the open database. If the prospective reviewer accepts the invitation, their registration in the manuscript submission system is voluntary. If they do not accept the request, the account will not be activated.

During registration, individuals submitting manuscripts or acting as reviewers create a user profile in the dedicated database of the manuscript submission system operated by the publisher. The registration data is then entered into this database. The manuscript that was submitted is also saved for use in the future (publication). The email address and password details provided during registration will give access to the following:

1. For the submitter: the ability to edit the original digital file format of the manuscript and view the full content of the review;
2. For the reviewer: access to the manuscripts as shared by the administrator, limited access to the submitter's personal data (full name, email address, and title), the full content of the submitted manuscript in digital file format, and access to the reviewer's own personal data (full name, email address, and title) along with the full content of the review.

Purpose of data processing

- *For the person submitting the manuscript:*
 - To confirm the identity of the manuscript submitter during the registration of submitted manuscripts.
 - To store the submitted manuscript for review and potential future publication.
 - To provide the submitter with access to the review process.
 - To provide information about the changes of the services used.

- To display registered data for verification and modification.
- *For the invited reviewer:*
 - To confirm the identity of the reviewer when registering submitted reviews.
 - To store the submitted review to decide whether to publish the manuscript now or later.
 - To provide access to the submitted manuscript for review purposes.
 - To provide limited access to the personal data of the individual submitting the manuscript.
 - To provide information about the changes of the services used.
 - To display registered data for verification and modification.

Legal Basis for Processing

- For all user types:
 - the data subject's voluntary consent [Article 6 (1) (a) of GDPR]
- For the storage of manuscripts:
 - the fulfillment of the contract [Article 6 (1) (b) of GDPR]

Scope of the data processed

- *Based on the data subject's voluntary consent:*
 - Data required for registration for the person submitting the manuscript includes the first name, username (created at registration), password (created at registration), email address, country of residence, and title.
 - Optional personal data that can be provided at registration includes the surname.
 - Mandatory registration data for the invited reviewer includes the first name, username (created at registration), password (created at registration), and email address.
 - Optional personal data that may be provided at registration for the invited reviewer includes: telephone number, title, postal address (country, postal code, city, street, house number), and the reviewer's interests.
- *To perform the contract:*
 - The data absolutely necessary for the submission of the manuscript includes the title, subtitle, abstract, and names of co-authors.

This data will be stored in the database of the manuscript submission service operated by Akadémiai Kiadó Zrt.

Correction and Deletion of Data

Data correction or deletion can be initiated by sending an email to ak@akademiai.hu, or upon request, by mailing to the postal address of Akadémiai Kiadó Zrt., 1519 Budapest, P.O. Box 245.

Duration of processing

Data will be deleted from the database five years after the last user logs into the manuscript submission system operated by Akadémiai Kiadó Zrt., at the end of the following quarter.

Safety of data processing

The IT systems and other data storage locations of Akadémiai Kiadó Zrt. can be found at its headquarters and at its data processors.

Akadémiai Kiadó Zrt. selects and operates the IT tools used to process personal data in the course of providing the service to ensure that the processed data: *a*) is accessible to those authorized to access it (availability); *b*) maintains authenticity and allows for authentication (authenticity of data processing); *c*) has verifiable integrity (data integrity); and *d*) is protected against unauthorized access (data confidentiality).

Akadémiai Kiadó Zrt. protects the data with appropriate measures, especially against unauthorized access, alteration, transferring, disclosure, deletion or destruction, as well as accidental destruction, damage and inaccessibility due to a change in the used technology.

In order to protect the electronically processed data files in its different registries, Akadémiai Kiadó Zrt. ensures with a proper technical solution that the stored data cannot be directly linked and assigned to the data subject unless it is permitted by law. Akadémiai Kiadó Zrt., according to the current state of technology, ensures the protection of the security of data processing with technical, organizational measures that provide a level of protection corresponding to the risks arising in connection with data processing.

Akadémiai Kiadó Zrt. ensures the preservation of: *a*) confidentiality by protecting information so that only those entitled to access it can do so; *b*) integrity by safeguarding the accuracy and completeness of the information and its processing methods; *c*) availability by ensuring that authorized users can access the information and the necessary means when needed.

The IT system and network of Akadémiai Kiadó Zrt. and its partners are protected against computer-assisted fraud, espionage, sabotage, vandalism, fire and flood, as well as computer viruses and computer intrusions and attacks leading to service denial. The operator ensures security through server-level and application-level protection procedures.

We inform users that electronic messages transmitted over the internet, regardless of the protocol (email, web, ftp, etc.), are vulnerable to network threats that lead to unfair activities, contract disputes or the disclosure or modification of information. The data controller shall take all precautionary measures expectable from them for the protection against such threats. It monitors the systems to record any security incidents and provide evidence for each security incident. Monitoring the system also makes it possible to check the effectiveness of the precautionary measures taken.

The hosting service provider for Akadémiai Kiadó Zrt. is Invitech Megoldások Zrt. This provider implements the following security measures and solutions:

Safety and fire protection

- Physical security points, vehicle and passenger locks;
- Personal identification and access control system with metal detectors;
- Armed security service;
- Closed-circuit IP video surveillance and recording system for the entire outdoor area and indoor rooms of the facility;

- Continuously monitored access control and intrusion detection system;
- Early Warning Smoke Detection System with aspiration and optical sensors;
- Automatic fire extinguishing system with extinguishing gas FM-200 (HFC-227ea).

Power supply

- The data center is powered by a medium voltage via two independent routed target cables.
- One 1600 kVA self-operated transformer per side is connected to the two service providers.
- Each of the two power supply paths is supported by its own aggregator. Equipment from Cummins with a capacity of 1,400 kVA ensures continuation during long power outages, with fuel stored on-site, for up to 24 hours.
- The uninterruptible power supply for IT systems is provided by two (independent A-B side) Eaton UPS systems. These UPS groups are redundant themselves. The total built-in UPS capacity is 3300 kVA. Each uninterruptible equipment has its own battery group, with a battery bridging time of 30 minutes at full expected load.
- Customers can connect their servers to a real, independent bidirectional power supply system with no common point on the sides of the supply.
- Power supply availability: 99.999%.

Cooling

- The datacenter is cooled by a so-called cooled water system. The system consists of an outdoor cooling unit (chiller) farm and indoor air conditioners, complemented by energy-saving cooling solutions and free-cooling condensers.
- The number of outdoor units has been duplicated. A cooling capacity of 2.4 MW has been installed.
- The cooling system includes 48 pcs of 50 kW indoor air conditioners with humidification option and N+2 backup per server room.
- Air handling units ensure that the building is supplied with fresh, dust-free, heated / cooled air.
- A hot aisle / cold aisle layout was built in the server room.
- Cooling availability: 99.999%.

Certificates & Conformity

- ISO 9001 quality management system;
- ISO/IEC 27001 information security management system;
- ISO/IEC 20000-1 information technology management system;
- AQAP 2120 certificate of the Ministry of Defense.

Server rooms

- Data center area: 1,500 m².
- Each server room is a separate fire zone with fire closure doors of 30-90 minutes.
- False floor height: 50 cm.

- False floor load capacity: 2,000 kg/m² with distributed load.
- Suspended ceiling height: 50 cm.
- 3.2 m free inner height in the server room.
- Separated strong and weak current cable tray system.
- EMC protection with an average attenuation of 40 dB against conducted and radiated interference sources.

Building

- Slab load capacity: 5,000 kg/m².
- Current office and emergency (DR) office space: 2,700 m².
- Covered cargo loading ramp under surveillance.

Contact details of the data controller

Name: Akadémiai Kiadó [Zrt. Registered address](#): 1117 Budapest, Budafoki út 187–189., A épület III. emelet. Company registration number: 01-10-043151. Name of the registering court: Company Registry Court of Budapest Tax number: 11387729-2-43. Telephone: +36 1 464 8200 Email: ak@akademiai.hu Name of the Data Protection Officer Csaba Varga Data Protection Officer email: csaba.varga@wolterskluwer.com

Legal remedies

Please be informed that you can exercise your rights under the law by sending an email to ak@akademiai.hu You may: *a*) request access to your personal data or a copy of it (Article 15 GDPR); *b*) request information on the main aspects of the processing, including purpose, scope of data processed, data processors involved, and duration of the processing (Article 15 GDPR); *c*) withdraw your consent at any time (Article 7(3) GDPR); *d*) request the rectification of inaccurate personal data related to you or the integration of incomplete data without undue delay (Article 16 GDPR); *e*) request the erasure of personal data related to you without undue delay (Article 17 GDPR) if

<i>(i)</i>	the personal data are no longer required for the purposes of points 1 and 2 (providing professional materials, sending newsletters),
<i>(ii)</i>	you withdraw your consent and there is no other legal basis for managing your data,
<i>(iii)</i>	you object against receiving newsletters,
<i>(iv)</i>	your data was unlawfully processed.

Data cannot be deleted if it is necessary for the establishment, exercise, or defense of legal claims. Additionally, you may: *f*) request the restriction of the use of the data (Article 18 GDPR) if:

(i)	you contest the accuracy of your personal data. In this case the restriction applies to the period of time that allows us to check the accuracy of your personal data,
(ii)	the data processing is unlawful, you object the deletion of your data and instead, ask for a restriction on their use,
(iii)	we no longer need your personal data for data processing purposes but you need them to file, enforce or protect a legal claim, or
(iv)	you have objected to data processing. In this case the restriction applies to the period of time until it is determined whether our lawful reasons are considered a priority over your lawful reasons;

g) request to receive the data you have provided in a commonly used, machine-readable format, or request to have it transmitted directly to another controller (Article 20 GDPR) *h*) object to receiving newsletters - your data will not be processed for this purpose following your objection (Article 21(2)-(3) GDPR); *i*) You also have the right to initiate legal proceedings against the controller or processor in the courts of the Member State where the controller or processor is established, in the courts of the place where you reside, or where the alleged infringement occurred. Additionally, you can bring proceedings before the supervisory authority in the place where you reside, work, or where the alleged infringement is alleged to have occurred (Article 77 GDPR). The supervisory authority in Hungary is the National Authority for Data Protection and Freedom of Information. (1055 Budapest, Falk Miksa utca 9-11.; mailing address: 1363 Budapest, P.O. box 9., ugyfelszolgalat@naih.hu).

Submitting a complaint to the Data Protection Officer

In case you have any questions or concerns about the data processing activities of Akadémiai Kiadó Zrt., please feel free to contact our data protection officer.

Name: Csaba Varga, Email: csaba.varga@wolterskluwer.com

After receiving your message asking for information, we will send our response - after identification - to your contact details within 30 days.

Budapest, March 22, 2024