
Privacy notice for Educational Research journal

1. Why are we collecting this data?

To collect and edit suitable material for inclusion in the Educational Research journal, which is a peer-reviewed Routledge education journal published by Taylor and Francis Group.

2. Who is the Educational Research journal sponsored and funded by?

This work is being carried out by The National Foundation for Educational Research (NFER), on behalf of Taylor and Francis Group. For the purpose of data protection legislation, Taylor and Francis Group are the data controller and NFER the data processor for all data, with the exception of details of the Journal's editorial board and panel, where roles are reversed and NFER is the controller and Taylor and Francis Group the processor.

3. What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

GDPR Article 6 (1) (f) Legitimate interests: the processing is necessary for your (or a third party's) legitimate interests unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Both Taylor and Francis Group and NFER have undertaken legitimate interest assessments (LIA) for the personal data they decide the means and purpose of processing of. Both LIAs demonstrates that the project fulfils their core business purposes. Processing will have wider societal benefits as it will provide insights and evidence to inform the international education community through the dissemination of peer reviewed scholarly articles. The production of the journal cannot be done without processing personal data but processing does not override the data subject's interests.

4. How will personal data be obtained?

Submitters will enter their data into the Taylor and Francis Group Submission Portal <https://authorservices.taylorandfrancis.com/publishing-your-research/making-your-submission/using-taylor-francis-submission-portal/> or

ScholarOne

<https://mc.manuscriptcentral.com/rere> or any other submission system as used from time to time that are managed or licensed by Taylor and Francis Group to facilitate submission, peer review and publication of works in the Journal (“Submission System”).

NFER uses publicly available data to identify and contact peer reviewers via ScholarOne. In order to process the manuscript at the NFER editorial office, data from ScholarOne associated with a manuscript is logged and held electronically at NFER.

Upon joining the editorial board/panel, board/panel members provide their names, work-place addresses and email addresses to NFER.

5. What personal data is being collected by this project?

Submitters upload their name, email address and institutional affiliation to the Submission System. They will also be required to provide verification data, e.g. ORCID. The names, work-place addresses, email addresses and research interests of the editorial board/panel are collected by NFER.

6. Who will the personal data be shared with?

Both NFER and the publisher Taylor and Francis Group are able to view submissions made in the Submission System.

For quality assurance purposes, **anonymised, aggregated** information is reported to the publisher and editorial board/panel on an annual basis in terms of: quantities of manuscripts, manuscripts’ countries of origin, manuscripts’ outcomes (i.e. proportions of manuscripts accepted/not accepted for publication).

The names, work-place addresses and email addresses for members of the Journal’s editorial board and panel will be provided to the publisher Taylor and Francis Group to enable the publisher to contact board members directly in relation to editorial matters for the Journal.

7. Is personal data being transferred outside of the European Economic Area (EEA)?

ScholarOne Manuscripts is owned by Clarivate Analytics, which operates its websites, applications and products in the US. It is therefore possible that any information you enter into it may be transferred to the United States and / or third countries. Clarivate Analytics have put in place the appropriate measures (for example the use of the European Commission’s Standard Contractual Clauses – SCCs) to ensure that any personal information transferred from the EEA and other jurisdictions that are subject to data transfer restrictions are adequately protected.

More information can be found in their privacy policy: <https://clarivate.com/legal/privacy-statement/>

8. How long will personal data be retained?

At the end of a manuscript's cycle (i.e. the date when the manuscript is accepted/not accepted for publication), data may be retained on the Submission System, initially being ScholarOne or the Taylor and Francis Group Submission Portal (as covered below), and used by the NFER editorial office for reference purposes (e.g. queries) and for processing anonymised, aggregated reports for up to two calendar years after the year in which the manuscript's end-of-cycle year falls.

On ScholarOne: data associated with a manuscript is stored in ScholarOne Manuscripts (S1M) for as long as the site exists to support the scholarly record. The files associated with papers are archived after 6 months but these remain available from S1M for a further 18 months (2 years total). Individual users can remove their record from ScholarOne at any time by editing their account or requesting removal.

On Submission Portal: as of 2022, data associated with a manuscript is stored in the Taylor and Francis Group Submission Portal for as long as the site exists to support the scholarly record. Files are not currently archived, although the site will be developed to include this feature in future. Individual users can remove their records from Submission Portal at any time by requesting removal.

The names, work-place addresses and email addresses for members of the Journal's editorial board/panel will be deleted once board/panel membership ends.

9. Can I stop my personal data being used?

Both Taylor and Francis Group and NFER handle personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact Taylor and Francis Group at to journalshelpdesk@taylorandfrancis.com, or, during the manuscript's cycle, the NFER editorial office at edresteam@nfer.ac.uk.

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. NFER will cooperate fully when a subject access request (SAR) is made of a data controller. To exercise these rights, please contact NFER's [Compliance Officer](#) or Taylor and Francis Group's DPO (details in section 10).

10. Who can I contact about the Journal?

Contact edresteam@nfer.ac.uk with any queries.

Taylor and Francis Group Privacy Policy (informa.com) determines the purposes and means of processing personal data as part of this project. Their Data Protection Officer can be contacted at:

Data Protection Officer
Informa PLC
5 Howick Place
London
SW1P 1WG
UK

If you are in the European Union, NFER's EU data representative is Rickert Rechtsanwaltsgesellschaft mbH. You can contact them to raise queries about the use of your personal data:

Rickert Rechtsanwaltsgesellschaft mbH
National Foundation For Educational Research in England and Wales (NFER)
Colmantstraße 15
53115 Bonn
Germany
art-27-rep-nfer@rickert.law

If you have a concern about the way this project processes personal data, we request that you raise your concern with us or Taylor and Francis Group in the first instance (see the details above). If you remain dissatisfied, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>

11. Updates

We keep this privacy notice under review to make sure it is up to date and accurate. Any changes will be noted. This version was updated in 2023 to cover the processing of personal data belonging to members of the editorial board and panel.