

Pak J Surg Med- Privacy Policy

Updated April the 13th, 2020

Introduction

- Pak J Surg Med is dedicated to protecting any personal information and makes every effort to handle information appropriately.
- All information is handled in accordance with Pak J Surg Med's standards for objectivity and integrity with respect to your privacy.
- Pak J Surg Med endeavours to comply with all laws and regulations that relate to the use of personal information including privacy laws and data protection regulation across the globe.
- This policy describes the information Pak J Surg Med collects as "us" or "we" and includes the editorial board, reviewers, and independent contractors who work with us.

§ 1 INFORMATION COLLECTION

We request personal information while you interact with us. When we ask for your email address, it will enable us to send you necessary information. If you want to submit a manuscript or other research output, we tend to your name, title, telephone number, email address, institution, and other payment information. No third-party sources are entertained with this piece of personal information.

§ 2 RETAINING AND DELETING DATA

Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. We will retain your personal data as long as you have your research material with us. In some cases, it is not possible for us to specify in advance the periods for which your personal data will be retained. We cannot delete information regarding a submitted manuscript that is published on our website.

§ 3 HOW WE USE YOUR INFORMATION

At Pak J Surg Med, we are devoted to deliver a practical and relevant useful experience to you. Depending on how you interact with us and the service, we use your personal information to:

- Provide, activate and manage your access to and use of the Service;
- Process and fulfill a request, order, download, subscription or other transaction;
- Offer you customized content and other personalization to make the Service more efficient for you and more relevant to your interests and geography;
- Enhance and improve the Service, such as add new content and features;
- Notify you about changes, updates and other announcements related to the Service;
- Deliver targeted advertisements, promotional messages, and other information related to the Service and to your interests;
- Provide technical, product and other support and help to keep the Service working, safe and secure; and/or

- Identify usage trends and develop data analysis, including for the purposes of research, audits, reporting and other business operations, such as to pay royalties and license fees to third-party content providers, determine the effectiveness of our promotional campaigns, evaluate our business performance, or in other ways pursuant to a customer agreement.

We may also use your personal information to:

- Respond to your requests, inquiries, comments or concerns;
- Invite you to submit or review manuscripts or otherwise participate in our publishing programs;
- Issue payments and statements, such as for royalties and editorial fees;
- Conduct and administer user testing and surveys as well as sweepstakes, competitions and similar promotions;
- Provide you with relevant promotional messages and other information about products, events and services of ours, our group companies and third parties such as societies and sponsors;
- Enhance and improve our products, events and services and develop new ones; and/or
- Comply with our legal obligations, resolve disputes and enforce our agreements.

§ 4 DATA SECURITY

We take precautions to protect your personal data against loss, theft, misuse, unauthorized access, disclosure, alteration and destruction through the use of state of the art technology.

§ 5 DISCLOSURE TO THIRD PARTIES

If you have submitted a manuscript or other pieces of research for publication, your title and abstract are sent along with your name to a potential external and/or volunteer editor/reviewer to gauge the impact of your content. Once they agree to review your works, we proceed to send them your full manuscript and revisions/comments are provided. The editor/reviewer/third-party source has partook in signing a **Non-Disclosure Agreement** before working with us and our content processing.

§6 CHANGES TO PRIVACY POLICIES

Pak J Surg Med reserves the right to change this Privacy Policy at any time by posting changes without prior notice. Please check this Privacy Policy periodically for any modifications. Your continued use of our website following the posting of any changes will mean that you have accepted and agreed to the changes.

§ 7 HOW TO CONTACT US ABOUT YOUR PERSONAL INFORMATION

If you have any questions about this privacy policy, you may contact us at editor@pjsm.com.pk.