

## Data protection notice

In order to process (from submission to publication) manuscripts submitted to *Eurosurveillance*, the European Centre for Disease Prevention and Control (ECDC) is using an online submission and tracking system to handle receipt and review of manuscripts, in which data relating to you ('your personal data') are collected and further processed. In order to ensure transparency, ECDC informs you – in accordance with Articles 11 and 12 of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data – of the following:

- Who is the **Controller** of the personal data?

The Controller of the personal data is the Editor-in-chief of *Eurosurveillance* at ECDC, who can be contacted at [Ines.Steffens@ecdc.europa.eu](mailto:Ines.Steffens@ecdc.europa.eu).

- What is the **purpose** of the processing operation of the personal data?

Your personal data are collected and further processed for the purpose of managing submission, assessment and preparation of manuscripts for publication and subsequent publication in *Eurosurveillance*.

- What **categories of personal data** are concerned by the processing?

Categories of personal data include:

- contact details of authors and reviewers, i.e. name, affiliation, email address (obligatory information);
- reviewers' area of expertise;
- manuscripts, i.e. articles expressing the authors' views or results of their work;
- patient-identifiable data may be included in some submissions. When such papers are sent for review, these data would still be included. Reviewers must treat all information in the manuscript as confidential. If the review of the manuscript is positive and we proceed towards publication, *Eurosurveillance* editors would always anonymise the data as much as possible.

- Who are the **recipients**, or the categories of recipients, of the data?

Recipients of the data are:

- *Eurosurveillance* editorial staff, regarding all data;
- authors, regarding reviewers' comments;
- reviewers, regarding the manuscripts or reviews;
- the public, regarding published manuscripts and authors' identity.

- What are the **rights of data subjects** in relation to the data concerning him/her?

Data subjects have the right to access and rectify the information concerning them stored by ECDC. Request for modification may be submitted by email to the Data Controller. Data subjects can obtain the erasure of their data if the processing is unlawful.

Data subjects may also contact the ECDC Data Protection Officer by email in case of any difficulties or for any questions relating to the processing of your personal data at [dpo@ecdc.europa.eu](mailto:dpo@ecdc.europa.eu).

The data subject has the right of recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu/EDPSWEB/>; [edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

- What is the **legal basis** of the processing operation for which the data are intended?

Authors and reviewers have given consent to the processing of their personal data. With regard to patient consent (for publication of the article), this consent is obtained by the authors. Authors agree with *Eurosurveillance* that any patient-identifiable data they submit to *Eurosurveillance* have been obtained with the patients' consent as to their use for scientific study, including publication in scientific journals. Finally, according to Article 3(2)(a) of Regulation (EC) No 851/2004, ECDC is obliged to inter alia collect, evaluate and disseminate scientific data.

- **How long** will the data be kept?

- Manuscripts: indefinite length of retention of archived files related to all manuscripts. The files are archived a year after an article has passed through the system. It is theoretically possible that a problem might arise with a published article many years after publication. In such a case, it would be important to have the documented history of the manuscript, so that, for example, the details of the review process can be assessed. Similarly, it is important to keep archived files of rejected manuscripts in case appeals are made. Such appeals could occur quite some time after the initial rejection. It would be important to have the correspondence related to the manuscript in order to justify the decision made.
- Reviewers' data: indefinite retention of contact details and specialty (details updated when needed).
- Authors' data: these details would be retained indefinitely, as outlined for files related to manuscripts.