

Transparency notice

Antipode Foundation Ltd (**we** or **us**) is a private company limited by guarantee registered in England and Wales under company number 7604241 and a registered charity under charity number 1142784; its registered office is 33 Victoria Park Road West, Cardiff, CF5 1FA.

We are the owners of the website at <https://antipodeonline.org> (our **site**) and our journal *Antipode: A Radical Journal of Geography* (the **Journal**).

1 What is the purpose of this document?

- 1.1 We are committed to protecting and respecting your privacy. This transparency notice sets out the basis on which we collect any personal information about users of our site and others who engage with us, and how this will be processed by us.
- 1.2 This transparency notice applies to: visitors to our site who do not register as well as those who do; authors, referees and other contributors to the Journal; applicants for and recipients of grant funding; attendees at our summer schools and other meetings and events; and all individual contractors and service providers who provide services to our business (**you**).
- 1.3 We are a **data controller**. This means that we are responsible for deciding how we hold and use personal information about you, and for explaining this clearly to you.
- 1.4 Please read this transparency notice carefully to understand what we do with your

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personal information and what rights you have in relation to our activities. This transparency notice will be reviewed periodically. Any changes will be posted on this page and will become effective on that date. We encourage you to review this page for significant changes from time to time.

2 What is personal information and our lawful basis for processing it?

- 2.1 Personal information means any information relating to an individual from which that person can be identified. There are special categories of more sensitive personal information (known as special category personal information) which require a higher level of protection (see further at section 4, below).
- 2.2 We will only use your personal information when the law allows us to. Our principle lawful basis for processing is set out in the table below. However, some of our grounds for processing will overlap and there may be several grounds which justify our use of your personal information.
- 2.3 We may only rely on our legitimate interests (or those of a third party) to process your personal information, if your interests and fundamental rights do not override those interests. Where we rely on legitimate interests for our processing, we have set out the relevant interest below.
- 2.4 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

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- 2.5 Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.
- 3 **Information we collect from you and about you and how our use complies with the law**

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Information we collect from you		
Information	How we use your information	How our use complies with the law
<p>As an author or referee we collect information through Clarivate Analytics' <i>Antipode</i> ScholarOne Manuscripts site (https://mc.manuscriptcentral.com/anti) (including your name, email address, position and department/institution address, research interests and author/referee activity).</p> <p>We may also collect information from publicly accessible departmental/institutional websites.</p>	<p>To be used by <i>Antipode's</i> Editors and Antipode Foundation Ltd's Trustees for the review and publication of papers only.</p>	<p>With your consent (where applicable) otherwise for the legitimate interest of managing our business.</p>
<p>Authors' data will be used to enable us to contact you and to enable the Editors to make a decision on their manuscript.</p> <p>Referees' data will be used to enable us to contact you and to enable the Editors to assign manuscripts to you for review.</p>	<p>To take decisions on content for the Journal.</p>	<p>With your consent (where applicable) otherwise for the legitimate interest of managing our business.</p>
<p>If you are an applicant for or recipient of our awards of grants we</p>	<p>To enable us to contact you and</p>	<p>With your consent (where applicable) otherwise for</p>

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collect your name, address and contact details (including email) and the details of your application and any grant we have made to you or your organisation.	assess your application.	the legitimate interest of managing our business.
If you are an applicant for or recipient of a place at our summer schools and other meetings and events we collect your name, address and contact details (including email) and the details of your application and any offer of a place we have made to you.	To enable us to contact you and assess your application	With your consent (where applicable) otherwise for the legitimate interest of managing our business.
Details of any past grants or offers of a place at our summer schools and other meetings and events we have made to you.	To manage the relationship between us.	This processing is necessary for the legitimate interest of promoting and growing our business.
The content of any messages you send us.	To enable us to respond to your queries.	This processing is necessary for our legitimate interest of managing and improving our business.
Feedback you provide to us on our services.	To review and improve our services.	This processing is necessary for the legitimate interest of managing our business and improving our services.
For corporate contacts and suppliers of services to our business, we collect	To receive your services.	This processing is necessary to enter and to perform the

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the name, job title and business contact information of your individual employees and other representatives.		contract between us and our supplier.
Information we collect about you		
Information about your preferences and the types of services you are interested in via the cookies on our website (please see our Cookies Policy https://en-gb.wordpress.org/about/privacy/cookies/ for further information).	To improve the services we offer to you and others. To provide you with information about other products and services which we think may be of interest to you.	This processing is necessary for our legitimate interests to ensure the smooth running of our website. You can disable cookies on your browser.
Background information relating to our past dealings with you.	To inform and improve our service.	This processing is necessary for the legitimate interest of informing and improving the service we provide to you.
Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and	To improve the services we offer to you and others.	This processing is necessary for our legitimate interests to ensure the smooth running of our website. You can disable cookies

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versions, operating system and platform via cookies on our website.		on your browser.
Information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.	To improve the services we offer to you and others.	This processing is necessary for our legitimate interests to ensure the smooth running of our website. You can disable cookies on your browser.
Information we receive from third parties		
Confirmation of payments you have made via payment services.	To confirm payment.	This processing is necessary to perform the contract we have agreed with you.
If your application for a grant is approved we collect information relating to your application from your institution.	To enable us to make the grant.	With your consent (where applicable) otherwise for the legitimate interest of managing our business.

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4 Special Category Data

4.1 We do not process particularly sensitive personal information as part of our usual course of business. However, we may process information:

- 4.1.1 relating to a health condition or disability in order to meet our legal obligation to make reasonable adjustments in the provision of our services;
- 4.1.2 relating to racial or ethnic origin, religious or other beliefs and sexual orientation to ensure meaningful equal opportunity and diversity and inclusion monitoring and reporting. Such information will be anonymised to the fullest extent possible;
- 4.1.3 where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent;
- 4.1.4 where it is necessary to establish, exercise or defend a legal claim;
- 4.1.5 where you have manifestly made the information public; or
- 4.1.6 otherwise with your explicit consent.

5 Sharing your information

5.1 Your information will not be shared with third parties outside the Antipode Foundation, used for marketing purposes, or used in any other way, except as set out in this notice or where required by law.

5.2 If you are an applicant for our awards of grants or a place at our summer schools and other meetings and events, your application will be shared with our Trustees to enable them to assess your application.

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- 5.3 If your grant application is approved we will contact your institution to obtain confirmation of the information in your application; we only do so with your consent.
- 5.4 We share your information with third parties where necessary for the publication of the Journal and the management of the business as follows:
- 5.4.1 with our publisher (John Wiley & Sons Limited);
 - 5.4.2 with our professional advisors and auditors;
 - 5.4.3 with HMRC or other government or law enforcement agencies;
 - 5.4.4 with our insurance provider;
 - 5.4.5 if we sell any business or assets, in which case we may disclose your personal information to the prospective buyer of such business or assets;
 - 5.4.6 if we have a legal obligation to do so; and
 - 5.4.7 for the purposes of fraud protection and credit risk reduction.
- 5.5 If you object to our sharing or continuing to use your personal information with any specific third party please contact the Foundation Executive Director at antipode@live.co.uk
- 5.6 We share your data with third-party service providers, such as our payment service providers, our website host server, IT support and maintenance service, cloud storage provider and email exchange server and other businesses that provide certain services on our behalf. All of our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your

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personal information for their own purposes.

6 If you fail to provide personal information

6.1 You are required to provide the personal information set out in sections 1 of the table. Without this we will not be able to provide our services to you.

6.2 We want to be sure that the personal information we hold about you is accurate and current. Please contact the Foundation Executive Director at antipode@live.co.uk to update your details.

7 Automated decision-making

7.1 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention.

7.2 We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

8 Data security

8.1 We have put in place:

- (a) appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed; and
- (b) procedures to deal with any suspected data security breach and will

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notify you and any applicable regulator of a suspected breach where we are legally required to do so.

- 8.2 All author and referee accounts on <https://mc.manuscriptcentral.com/anti> are password protected and can be edited only by you, the Foundation Executive Director, John Wiley & Sons Limited and Clarivate Analytics.
- 8.3 Password, antivirus and firewall protections controlled by the Foundation Executive Director ensure the security of applications for a place at our summer schools and other meetings and events and our awards of grants.
- 8.4 Some of our Editors and Trustees are based in Canada, Germany, New Zealand, and the United States. If you are an author submitting a manuscript for publication we will send your manuscript to our Editors to evaluate; if you are an applicant for our awards of grants or a place at our summer schools and other meetings and events we will send your application to our Trustees to evaluate. This is a necessary part of the assessment process, and will require a transfer of your information outside the European Economic Area (EEA) including to jurisdictions where personal data may not have the same protection as within the EEA. We only transfer information outside where we are permitted by law, or with your consent. By submitting a manuscript or application you agree to it being sent to our Editors and Trustees outside the EEA in accordance with this transparency notice. We take appropriate measures to ensure that your information is treated by Editors and Trustees in other jurisdictions in a way that is consistent with and which respects the EU and UK laws on data protection.
- 8.5 If you are based outside the EEA we may transfer personal information to the correspondence address you provide to us. We will take all reasonable steps to

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ensure that such transfers are secure. By instructing us from outside the EEA you acknowledge and agree that such transfers are necessary for us to provide services to you.

9 How long will we keep your personal information for?

9.1 We will only keep your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

9.2 Where a minimum retention period is required by law (such as retaining records for HMRC purposes) we comply with that minimum period plus up to 12 months to allow time for us to anonymise or delete information in accordance with our internal data management processes.

10 Your rights

10.1 You have the following rights:

10.1.1 to be told what we are doing with your personal information. We do this by providing you with this transparency notice;

10.1.2 to correct or update the personal information we hold about you;

10.1.3 to object to the processing of your personal information;

10.1.4 to request a copy of the personal information we hold about you;

10.1.5 to ask us to delete the information that we hold about you where there is no good reason for us continuing to process it;

10.1.6 to ask us to stop processing your personal information where we are relying

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on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground;

10.1.7 to ask us to restrict how we use your personal information for a period of time if you claim that it is inaccurate and we want to verify the position or in some limited other circumstances;

10.1.8 to ask us to send your personal information to another organisation in a computer-readable format;

10.1.9 to complain to the Information Commissioner's Office if you are unhappy with our use of your personal information: you can do this at

<https://ico.org.uk/concerns/>. Do contact us straight away if you consider that we are not handling your personal information properly so we can try and sort the problem out.

10.2 If we delete your personal information or restrict our use of it, we will not be able to provide our services to you.

10.3 If you want to exercise any of your rights, please contact the Foundation Executive Director at antipode@live.co.uk. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

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