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ASIA is committed to protecting personal information of users. ASIA/TSCIR will work with its digital partners to develop technology that gives you the most powerful and safe online experience. ASIA and its TSCIR partners strive to comply with all laws and regulations that apply to the gathering and use of personal information.

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The TSCIR Editorial Manager system collects personally identifiable information, such as your name, email address, and institution. You may voluntarily provide us with additional information to help us identify and contact you, such as your middle name, degree, preferred name, telephone number, fax number, and ORCID iD (Open Researcher and Contributor Identifier). When visiting or interacting with the website, Aries Systems Corporation can record “clickstream data” that are not personally identifiable, such as your computer’s IP address, referring websites, browsers, and date and time visiting. ASIA does not request these data from Aries Systems Corporation, so we do not examine these data. In addition to these clickstream data, Editorial Manager uses session cookies that maintain information from page to page as you navigate the website. If you would prefer to decline cookies during your use of the TSCIR Editorial Manager, most web browsers have this functionality built in. Users of the TSCIR Editorial Manager system who would like to learn more about the collection of personal information from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

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The information provided to the TSCIR Editorial Manager system can be shared with third parties in a few ways. All manuscripts submitted for potential publication will have the title, abstract, and author names sent to our volunteer editors. If editor(s) agree to edit a submitted manuscript, we will send the full manuscript and any revisions and relevant comments you have provided. The title and abstract will be sent to potential reviewers. If reviewer(s) agree to review
a submitted manuscript, we will send the full manuscript (except cover letter, title page, and acknowledgments) and any revisions and relevant comments you have provided. Unless disclosed in the body of the manuscript, the reviewers will not be provided with personally identifiable information (i.e., the peer-review process is intended to be double blind). If a manuscript is accepted for publication, we will share all submitted files with the ASIA/TSCIR staff and Allen Press. Annually, a listing of reviewer names is published in the second issue without connection to the manuscript reviewed. Reviewers wishing to have their name anonymized should contact us. After the point of publication, we cannot control the use of any of your voluntarily included personal information associated with the manuscript (e.g., by-line, contact information, supplemental material), so this policy does not apply after the date of publication for authors. Users of the TSCIR Editorial Manager system who would like to learn more about the disclosure of personal information to third parties from our partners are encouraged to examine the Editorial Manager Privacy Policy associated with this website.

Information Retention
The personal information provided to the TSCIR Editorial Manager system will be retained as needed to provide services to our authors, reviewers, editors, and staff. We will retain and use this information as long as necessary to archive our published research. Transfer
Users of the TSCIR Editorial Manager system who would like to learn about the storage and transfer of personal information are encouraged to examine the Editorial Manager Privacy Policy associated with this website. At this time, all non-US information will be transferred to the United States; see the Editorial Manager Privacy Policy for up-to-date information on data transfer and storage.

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A cookie is a piece of data stored for varying amounts of time on the user’s hard drive containing information about the user. ASIA/TSCIR may use cookies in order to collect certain information about you, such as IP addresses (the Internet address of a computer), domain names (e.g., whether you are logged on from a .com, .gov, or .edu domain) and the type of computer and operating system being used. We may also use cookies to identify your computer when you revisit our website or to recall your authentication information. We may collect such information in order to better operate the website so as to enhance your experience while using the website. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the website may not function properly.

RIGHTS OF EUROPEAN RESIDENTS
Under certain circumstances, you have rights under data protection laws in relation to your Personal Data.

You have the right to:

Request access to your Personal Data. This enables you to receive a copy of your Personal Data and to verify that we are lawfully processing it.

Request correction of your Personal Data. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
**Request erasure of your Personal Data.** You may have the right to request that Personal Data we hold about you is deleted.

**Object to processing of your Personal Data.** You may have the right to prevent or restrict processing of your Personal Data.

**Request restriction of processing of your Personal Data.** This enables you to ask us to suspend the processing of your Personal Data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer of your Personal Data.** Where technically feasible, we will provide to you, or a third party you have chosen, your Personal Data in a structured, commonly used, machine-readable format.

**Withdraw your consent.** However, if you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us.

**MODIFICATIONS**

We may amend this Policy from time to time without prior notice. If we decide to change this Policy, we will post those changes on our home page so our users are always aware of what information we collect, how we use it, and under what circumstances we disclose it, so please review it periodically.

Your continued use of our website will be deemed to be your agreement to the changed terms.

**CONTACT US**

If you have any questions about this Policy or our treatment of the information you provide us, please contact as at asia.office@asia-spinalinjury.org