

Privacy policy of youcite.com

What is this privacy policy?

We have a goal to promote scientific content on the Internet that acknowledges the scientists involved and gets their findings and research out to the world as quickly as possible. We also encourage constructive comments and collaborations, and hope we can do this at reasonable data storage prices, as well as promote scientists directly by awarding monetary grants on the basis of merit and skill.

We take the private nature of your personal information very seriously, and are committed to protecting it to our utmost ability. To do that, we've set up procedures to ensure that your information is handled responsibly and in accordance with applicable data protection and privacy laws and we aim to apply best practice to ensure your privacy is protected and respected.

This privacy policy describes what information we collect when you visit youcite.com, how we use that information, and what choices we offer you to access, update, and control it. This version of the policy is effective as of Dec 31, 2016.

What Information is Collected

youcite.com collects personal information and sensitive personal information that individuals have supplied to us. youcite.com also may collect personal information from publicly available sources such as a telephone directory or the Internet.

"Personal information" is any information that we could use to identify an individual. It does not include personal information that is encoded or anonymized, or publicly available information that has not been combined with non-public information. It includes, but is not limited to name, address, signature, telephone numbers, email addresses, date of birth, qualifications.

"Sensitive personal information," is information that meets the "personal information" criteria and also a) reveals race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or b) concerns health or sex life, information about social security benefits, or information on criminal or administrative proceedings other than in the context of pending legal proceedings.

Why We Collect this Information

When you provide us with your personal information we store it in our database and use it to ensure your submissions are identified as belonging to you. We may use it for the purposes of quality control with respect to compliance with our conditions of use. We may also use it to contact you.

How We Collect Information

We collect information in two ways: Information we get from your use of youcite.com and in all ways that you interact with youcite.com, and information you provide to us directly.

1. Information we get from your use of youcite.com is primarily non-personally-identifying information of the sort that web browsers, servers, and services like Google Analytics typically make available, such as the browser type, language preference, referring site, and the time of each visit. Other non-identifying information that we might have access to includes how you use the service (e.g., search queries), your approximate location, cookies, etc.

We collect this non-personally identifying information in order to better understand how visitors use youcite.com and where possible, to improve their experience. For instance, we may monitor the most common content on youcite.com to help identify spam. In some cases, we may publicly display information that is not personally identifying in the aggregate, (e.g., by publishing a report on trends in the usage of youcite.com,) or may provide it to third parties.

When you use youcite.com, we may collect potentially personally identifying information in the form of Internet Protocol (IP) addresses. But we don't use that information to identify you, and we handle and disclose these addresses in the same way we handle other potentially personally identifying information as described below.

2. Information you provide to us directly. Certain visitors to youcite.com who register as Citists choose to interact with it in ways that may require them to provide us with personally identifying information. The information (including sensitive personal information) we request from visitors and Citists is reasonably necessary for youcite.com to perform its functions or activities. The amount and type of information that is provided depends on the nature of the interaction. For example, we ask visitors who sign up for youcite.com to provide first & last names, Orcid identifier and email address. We use a payment gateway to protect financial information we collect

online, and we only collect as much information as is necessary or appropriate given the type of interaction. We do not disclose personally identifying information other than as described below. And you can always refuse to supply personally identifying information, with the caveat that it may prevent you from engaging in certain activities on youcite.com.

If you send us a request, such as emailing us for support, we reserve the right to publish it (absent any personally identifying information) in order to help us clarify or respond to your request or help other users.

A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. We use cookies to help us track visitors' use of youcite.com and their preferences. If you do not wish to have cookies placed on your computer, you should set your browser to refuse cookies, but should be aware that certain features of youcite.com may not function properly without them.

If you are outside Australia, you should know that any personally identifiable information you enter into youcite.com will be transferred out of your country and into Australia, and possibly to other countries. By using youcite.com, you consent to such transfer, and are representing that you have the right to transfer such information outside your country. If you are inside Australia, you should know that we may disclose personally identifiable information to overseas recipients for the purpose of displaying your submissions. These overseas recipients may be in the United State of America or anywhere else in the world accessible by the internet.

We do not knowingly collect any personally identifiable information from children under the age of 18. If you believe that a child has provided us with personally identifiable information without the consent of his or her parent or guardian, please contact us at admin@youcite.com. If we become aware that a child under age 18 has provided us with personally identifiable information, we'll delete it.

Information You Choose to Display Publicly on youcite.com

Some users may elect to publicly post personally identifying or sensitive personal information about themselves in their normal use of youcite.com. This could occur through use of the comments posts. Information like that, which is voluntarily posted in publicly visible parts of youcite.com, is considered to be public, even if it would otherwise be considered to be personally identifying or sensitive. As such, it is not subject to the protocols listed below, because we don't control it; you do. Additionally, voluntarily publicizing such information means that you lose any privacy rights you might normally have with regards to that information. It also increases your chances of receiving unwanted communications, like spam, so please be careful about what you post. By publicly posting personal or other information you also consent to its display and publication on this website and for related online and offline promotional uses. youcite.com reserves its rights to edit or delete submissions that it, in its sole discretion, are deemed to be abusive, defamatory, obscene, in violation of copyright or trademark laws, or are otherwise unacceptable.

Information You Give to Other People

This Policy only applies to information collected by youcite.com. It does not apply to the practices of companies that we don't own or control, or employees that we don't manage. youcite.com contains links to third party websites, and any information you provide to those sites will be covered by any privacy policies they may have. Please be sure to read the privacy policies of any third-party sites you visit. It is those sites' responsibility to protect any information you give them, so we can't be held liable for their wrongful use of your personally identifying information.

How We Use Information We Collect

When we collect your personal information, we'll tell you how we're using it, any types of third parties to which we might disclose it, (other than adjudicators or "agents," such as vendors or contractors, who are only processing such information for us or at our direction), and the choices we offer you to limit the use of your information.

Notice will be provided in clear and conspicuous language when you are first asked to provide us with personal information, or as soon as practicable thereafter, and we'll notify you before we use the information for something other than the purpose for which it was originally collected. If anything in this policy seems unclear, please don't hesitate to contact us at admin@youcite.com, so we can address your question and possibly clarify this document.

Although most changes are likely to be minor, we may occasionally need to change this policy. If we do update it, we'll notify you by posting the new policy on youcite.com. In any case, the way we use information you provide will be covered by the privacy policy that was in effect at the time it was collected.

Here are some of the ways we may use personal information you provide us:

- To allow you to register for our web sites, online communities and other services, and to administer and process those registrations
- To communicate with you about our products, services and related issues
- To evaluate the quality of our products and services, and to enhance your experience on our web sites
- To maintain and administer our web sites and comply with our legal or internal obligations and policies
- To transfer information to others as described in this policy or to satisfy our legal, regulatory, compliance, or auditing requirements

Choice is all about making sure you have the ability to control how we share your personal information with others. We almost never share any of your personal information with non-agent third parties. We won't share your personal information with non-agent third parties unless we are required to do so by law, or if we believe in good faith that disclosure is reasonably necessary to protect our property, rights or those of third parties or the public at large. It is possible that we may, on occasion, buy or sell assets from or to other companies. If that should occur, user information is typically one of the assets that get transferred. Similarly, if in the unlikely event that youcite.com or most of its assets were acquired, or we go out of business or enter bankruptcy, user information could be transferred or acquired. You should be aware that such events can occur, and that if it does, the buyer may continue to use your personal and non-personal information, but only as set forth in this policy. Other than in these rare circumstances, youcite.com will not rent or sell potentially personally identifying information to anyone.

It's hard to imagine that we would ever consider collecting, let alone sharing, sensitive information with a non-agent third party, but if such a day should come, we will first give you the opportunity to explicitly consent (opt-in) to such disclosure or to any use of the information for a purpose other than the one for which it was originally collected or previously authorized.

If you are a registered user (Citist) of youcite.com and have supplied your email address, we may occasionally send you an email to tell you about new postings that are relevant to your submissions or comments, new features, solicit your feedback, or just keep you up to date with what's going on with youcite.com. We generally use youcite.com to communicate this type of information, so we expect to keep this type of communication to a minimum. If we do send you information that you did not expressly request, we will provide you with a way to request that you don't get any similar notices (opt-out).

Onward Transfer is about interacting with other companies. Prior to providing agents with any personal information, we will take all reasonable steps in the circumstances to ensure that they will safeguard it in accordance with this policy and will not use it in a manner contrary to the Australian Privacy Principles. An example of an assurance that may be provided includes:

- A commitment that they will handle the information in accordance with this policy, or will provide the same level of protection, as required by the Australian Privacy Principles.

In the unlikely event that we should discover that an agent is using personal information in way that conflicts with this policy, we will take all reasonable steps to stop them immediately.

Security is paramount. All records containing personal or financial information are considered to be our property and are afforded confidential treatment at all times. We work hard to protect against the unauthorized access, use or misuse, disclosure, alteration or interference, or destruction or loss of personal or financial information. All such electronic information is stored on restricted database servers, and is generally kept until such time as you may ask us to edit or delete it, as described below. We only disclose such information to our employees, agents or affiliates that a) need to know that information in order to process it for us or to provide other services, and b) have agreed not to disclose it to others. If you are entering any payment or credit card information on the Internet, you should check that the page is secured (a padlock symbol is displayed in your browser) before entering any information. By using youcite.com you acknowledge and agree that the Internet is inherently insecure and that you use it at your own risk. You acknowledge that you do not hold youcite.com liable for any viruses, security breaches, Trojans, or other malicious software that may infect your computer or any loss of data, revenue, or otherwise that may occur as a result of using youcite.com.

Data Integrity. In addition to assuring you that we will protect your personal information, we also want to make sure that it is reliable, accurate, up-to-date, and not misleading. In order to do that, we:

- Upon request, will provide you with reasonable access to the personal information we collect about you. You will have the opportunity to correct, update, modify or delete this information by editing it after logging into your registered account or sending an e-mail to admin@youcite.com if the information is incorrect or not up-to-date and we will modify it as soon as possible after you have shown us how and why it is incorrect.
- youcite.com may, of its own volition, correct information it holds if it is satisfied that, having regard to a purpose for which the information is held, the information is inaccurate, out-of-date, incomplete, irrelevant or misleading. Please note that some information may remain in our records even after you request deletion of your information as permitted by the Australian Privacy Principles. Additionally, there may be limits to the amount of information we can practically provide. For example, we may limit an individual's access to personal information where the burden or expense of providing access would be disproportionate to the risks to the individual's privacy or where doing so would violate others' rights.

We may also limit access if we reasonably believe that :

1. giving access would pose a serious threat to the life, health, or safety of any individual, or to public health, or public safety; or
2. giving access would have an unreasonable impact on the privacy of other individuals; or
3. the request for access is frivolous or vexatious; or
4. the information relates to existing or anticipated legal proceedings between youcite.com and the individual, and would not be accessible by the process of discovery in those proceedings; or
5. giving access would reveal the intentions of youcite.com in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
6. giving access would be unlawful; or
7. denying access is required or authorised by or under an Australian law or a court/tribunal order; or
8. both of the following apply:
 - a. youcite.com has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to youcite.com's functions or activities has been, is being or may be engaged in;

- b. giving access would be likely to prejudice the taking of appropriate action in relation to the matter; or
 - 9. giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or
 - 10. giving access would reveal evaluative information generated within the entity in connection with a commercially sensitive decision-making process.
- We will conduct internal audits of our compliance with this privacy policy, which may include an annual self-assessment. Our employees take your privacy as seriously as we do, and we will take all reasonable measures against any employee found to be in violation of this policy.

youcite.com has made a commitment to uphold your privacy and rights under the National Privacy Act 1988 (Cth). If you have any concerns or complaints about how you think we've handled your personal information, please contact admin@youcite.com. We will work hard to investigate and resolve any complaints you might have.

We hope it won't ever come to this, but if you've already contacted us and feel that your complaint has not been handled to your satisfaction within 28 days of you contacting us, you can contact the Office of the Australian Information Commissioner whose details can be found by visiting www.oaic.gov.au.

How to Contact Us

If you have any questions about this policy or our site in general, please contact us at admin@youcite.com or via the contact page on the youcite.com web site (or within the registered users site).