

University of Michigan Website Privacy Notice Template for Units

GENERAL INFORMATION

Requester Name, Title, Unit:	Nick C. Ellis Professor and General Editor, <i>Language Learning</i> Department of Psychology
Requester Contact Information:	ncellis@umich.edu (734) 764-0426
Intended Location for Privacy Notice:	http://www-personal.umich.edu/~ncellis/NickEllis/Language_Learning.html

Language Learning Research Club

Privacy Notice

Last revision date as posted on website - [http://www-personal.umich.edu/~ncellis//Language_Learning.html]

OVERVIEW

The University of Michigan (U-M) [privacy statement](#) recognizes the value of privacy of the university community members and its guests.

This unit-level privacy notice provides more specific information on how the **Language Learning Research Club** collects and processes your personal information.

SCOPE

The notice applies to our practices for gathering and disseminating information related to the **Language Learning Research Club** (“we”, “us”, or “our”) and is meant to provide you an overview of our practices when collecting and processing personal information.

HOW WE COLLECT INFORMATION

We collect personal information in the following circumstances

- By submitting a manuscript to, or reviewing, or performing editorial duties for this publication, your name, email address, and affiliation, and other contact details the publication might require, will be used for the regular operations of the publication, including, when necessary, sharing with the publisher (Wiley) and partners for production and publication.
- When members apply to the Research Club for small grants or other of our awards, we make applications available to committee members and external reviewers for evaluation, in order to arrive at decisions about whether we can support the application or not.

WHAT TYPE OF INFORMATION WE COLLECT

Direct Collection

We directly collect the following personal information:

- Prefix, First (Given) name, Last (Family) Name, ORCID iD (required for submitting authors, optional for other users), Email Address, Address, Country/Region, City, and Postal Code are required fields. Users can optionally provide Middle Name, Degree, Secondary Email Address,

Institution, Department, State/Province, Phone, Fax, and user keywords. For small grants, we require information about the applicant's degree or student status.

HOW THIS INFORMATION IS USED

We use the personal information we collect for the regular operations of the publication: for arranging and collating paper reviews and other Editorial letters, for sharing information between the Editorial team; and for informing the annual reports of our operations.

WITH WHOM THIS INFORMATION IS SHARED

We do not sell or rent your personal information. We may, however, share your personal information in limited circumstances, such as with university partners or external service providers that support business activities.

We require these service providers to keep your personal information secure, and do not allow them to use or share your personal information for any purpose other than providing services on our behalf.

We may also share your personal information when required by law, or when we believe sharing will help to protect the safety, property, or rights of the university, members of the university community, and university guests.

WHAT CHOICES YOU CAN MAKE ABOUT YOUR INFORMATION

Direct and Third-Party Collection

You can ask to have data deleted at any time. However, we may need to retain basic information (e.g. that you submitted a particular article or review or grant application) because such records are necessary for the ongoing operation of the scientific research of the Research Club.

You have the following rights regarding your own data:

- To have access to your personal data
- To have inaccurate or incomplete personal data amended;
- To have your personal data deleted when there is no ongoing, operational necessity for the scientific research of the Research Club to use your personal data;
- To restrict the use of your personal data;
- To request a copy of your information so that you can provide such information to other organizations.

HOW INFORMATION IS SECURED

The University of Michigan recognizes the importance of maintaining the security of the information it collects and maintains, and we endeavor to protect information from unauthorized access and damage. The University of Michigan strives to ensure reasonable security measures are in place, including physical, administrative, and technical safeguards to protect your personal information.

PRIVACY NOTICE CHANGES

This privacy notice may be updated from time to time. We will post the date our notice was last updated at the top of this privacy notice.

WHO TO CONTACT WITH QUESTIONS OR CONCERNS

If you have any concerns or questions about how your personal data is used, please contact the U-M Privacy Office at privacy@umich.edu or 500 S. State Street, Ann Arbor, MI 48109.

NOTICE SPECIFIC TO PERSONS WITHIN THE EUROPEAN UNION

Please click here <link TBD> for notice specific to persons within the European Union.