

# Oxford Centre for Animal Ethics Privacy Policy

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## Fellows Privacy Policy

Last updated: 12th May 2018

Oxford Centre for Animal Ethics ("the Centre", "us", "we", or "our") operates <http://www.oxfordanimaethics.com/> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information by the Centre in relation to the Fellowship.

We use your Personal Information only for the purposes of fulfilling our relationship to you as a Fellow. By becoming a Fellow, you agree to the collection and use of information in accordance with this policy.

### Information Collection and Use

As a Fellow of the Centre we use your information in a variety of ways:

- We keep on file both electronically and in hard copy copies of your application to fellowship. This includes your CV, your references, and a statement explaining why you wish to join the Fellowship.
- On admission to Fellowship we collect your mailing address and email address.

#### **Your name and mailing address:**

- This is shared with the University of Illinois Press, for the sole purpose of sending you your complimentary copy of the *Journal of Animal Ethics*.
- This is shared with our accountants, both Critchley's and our online accountancy platform Xero. This is only used for the purpose of billing you for your Fellowship subscription, or other Fellowship related activities e.g. an invoice for the Summer School.
- If you are part of a Centre book project, your mailing address may be shared with a publisher in order that they can send you a copy of the published book.
- Aside from the University of Illinois Press, our accountants, and other publishers, your name and mailing address is not shared with anyone else for any purpose. Your mailing details are also stored on the Centre's computers.

#### **Your name and email address**

- This is shared with our email system Mail Chimp. We use your email address to send you both information shared with our general mailing list (e.g. newsletters and promotional materials), and specific emails to Fellows, for example, about Centre projects.
- This is shared with our accountants, both Critchley's and our online accountancy platform Xero. This is only used for the purpose of billing you for your Fellowship subscription, or other Fellowship related activities e.g. an invoice for the Summer School.
- If you are part of a Centre book project or a contributor to the *Journal of Animal Ethics*, your email address may be shared with a publisher in order for them to communicate with you about the publishing process.
- If someone asks to be in contact with you as a Fellow of the Centre, we will never give out your email address. We will forward their email to you, in case you wish to be in contact with them.
- Aside from MailChimp, accountants, and publishers, your name and email address are not shared with anyone else for any purpose. Your email details are also stored on the Centre's computers.

### **Your name and Bio**

- As a Fellow of the Centre we ask you to supply a short biographical statement. We display these on the Fellow's Page of our website: <http://www.oxfordanimaethics.com/who-we-are/fellows/>

### **Your name and institution**

- If you have been invited to be a Consultant Editor for either the *Journal of Animal Ethics* or the Palgrave Macmillan Animal Ethics Series, your name and institution may be listed inside the cover of the *Journal of Animal Ethics* and on the journal website (<http://www.press.uillinois.edu/journals/jane/janeeditors.html>) and on the Palgrave Macmillan website.

### **Log Data and Cookies**

We do not collect information that your browser sends whenever you visit our Site ("Log Data"). We do not use "cookies" to collect information either.

### **Leaving the Fellowship**

If you leave the Fellowship we will remove all your data from our website, MailChimp, and Xero. We may keep on file the details you supplied during your application process. If you will for these also to be deleted, please email [depdirector@oxfordanimaethics.com](mailto:depdirector@oxfordanimaethics.com) and we will do so immediately.

### **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

### **Changes to This Privacy Policy**

This Privacy Policy is effective as of 10th May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

### **Contact Us**

If you have any questions about this Privacy Policy, please contact:  
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