Cambridge Diamond open access platform

Privacy Policy

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Review is the responsibility of:	Diamond platform Management Team
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This Privacy Policy explains how the Cambridge Diamond Open Access Platform (diamond-oa.lib.cam.ac.uk), operated by University of Cambridge Libraries and Archives, collects, uses, and processes personal data. It applies to all users of the platform, including visitors, registered users, authors, reviewers, and editorial teams.

What personal data we collect and why

The data collected through this platform falls within the normal functioning of open-access scholarly publishing and institutional repository systems. We collect and process personal data to:

- enable communication for different publication workflows
- inform readers about authorship, editorial roles, and publication history
- maintain the scholarly record
- collect aggregated and anonymised data on readership and usage
- understand geographical and disciplinary patterns in scholarly communication
- maintain the platform's technical performance, integrity, and security

Some data is provided directly by users (e.g., account details), and some is collected automatically through logs (e.g., IP addresses, browser details). Log data is anonymised when used for analytics.

Registered users

When you create an account, you consent to the platform storing and processing the personal information you provide. This data is used by:

- the DSpace platform software
- journal editorial teams
- the Cambridge Diamond Open Access Platform team (for technical support and service development)

Authors

Authors submitting to journals hosted on this platform consent to the storage and processing of all personal information provided during submission.
Authors must ensure that:

- all contributors named in a submission have read and agreed to this Privacy Policy
- any personal data included in their submitted research (e.g., human subject data) is processed ethically and legally, in line with disciplinary norms and institutional guidance

Editorial teams

Journal editorial teams have access to personal data needed to perform editorial functions, including:

- author details
- reviewer details
- submission history
- communication records

They use this data solely for publishing and improving journal workflows.
The Cambridge Diamond Open Access Platform team may access data necessary to maintain and develop the platform.
No personal data is shared externally unless required by law.

Website visitors

The platform collects anonymised usage log data, including:

- IP addresses
- pages visited
- time and date of access

- browser and device information
- general geographical information

This information is used only for the purposes described here and is not used to identify individuals.
The platform also sets cookies to manage session history and provide a better user experience. Details can be found in the separate Cookies Policy.

Legal basis for processing personal data

We process personal data under the following lawful bases:

- **Consent** when users create accounts, submit content, or voluntarily provide personal information
- **Performance of a task in the public interest / legitimate interests** maintaining an open-access publication platform and supporting scholarly communication
- **Legal obligation** where required by UK law, institutional policy, or research-integrity requirements

Data retention

Personal data related to user accounts, submissions, and editorial workflows is retained for as long as necessary to:

- maintain the scholarly record
- ensure platform integrity
- support published content
- comply with legal or research-integrity obligations

Anonymised analytics data may be retained for longer periods.

Your data protection rights

In accordance with the UK GDPR and Data Protection Act 2018, users have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure (“right to be forgotten”)
- Right to restrict processing
- Right to data portability

- Right to object
- Right to be notified in the event of a data breach

Please note in scholarly publishing, some rights (such as erasure) may be limited to preserve the integrity of the published record, consistent with GDPR provisions for public-interest data processing.

Exercising your rights

If you wish to access, correct, or request deletion of your personal data (including the removal of a user account) please contact: diamond@openaccess.cam.ac.uk

We will respond in line with the University data-protection procedures.

Contact

For any questions about this Privacy Policy or how your data is handled, please contact: diamond@openaccess.cam.ac.uk

Cookies Policy

What are cookies?

Cookies are small text files that are placed on the device you use to access this website.

What cookies does this website use?

The section titled Cookie settings, and the tables below explain the cookies we use and why.

What types of cookies does this website use?

The types of cookies we use are to:

- Store visitor preferences.
- Make this website operational.
- Gather analytics data (about user behaviour).

Some cookies are essential, others are optional. You can choose to accept each of the optional cookies.

Cookie settings

When you visit the site, you will be offered the choice to accept or decline all cookies and customise which cookies you wish to set. You can see which cookie choices you made by accessing the Cookie settings link at the foot of this website.

The cookie settings page shows the following information:

Functional

These cookies are required and so cannot be disabled by website users.

- **Authentication:** this setting is required for signing you in. Please note, you can use this website without signing in.
- **Preferences:** This is required to save your preferences (i.e. the cookies you have accepted or declined.
- **Acknowledgement:** required for saving your acknowledgements and consents.

Statistical

This setting allows us to track statistical data such as the items you access and the files you download.

- **Google Analytics:** website uses Google Analytics to provide user statistics. The data sent to Google Analytics does not personally identify you. You can find more information about Google Analytics here.

Registration and password recovery

- **Google reCAPTCHA:** we use Google reCAPTCHA service during registration and password recovery. Please note that you do not need to register or provide a password to access content on this website.

Browser cookies

These tables describe the cookies set by this website; these cookies can be viewed in your browser.

Essential cookies

This website sets these functional cookies each time you use it. These cookies are necessary to enable you to use this site.

Cookie name	Purpose	Expires

dsLanguage	This stores your preference for the language used to display the text on certain parts of the website. The default is English, which is stored in the cookie as 'en'.	When you leave the site.
CORRELATION-ID	This allows us to track your session for debugging purposes.	When you leave the site.
XSRF-TOKEN	This is a security token used by the website to prevent Cross Site Request Forgery (CSRF) attacks. CSRF attacks are where you might be tricked into unknowingly performing actions in this website.	When you leave this site.
DSPACE-XSRF-TOKEN	This is a security token used by the website to prevent Cross Site Request Forgery (CSRF) attacks. CSRF attacks are where you might be tricked into unknowingly performing actions in this website.	When you leave this site.

Optional cookies

Cookie name	Purpose	Expires
klaro-anonymous	This records which cookies you have chosen to accept or decline.	24 hours
_ga	This cookie is used by Google Analytics to distinguish visitors to this website. This cookie will only be stored with your consent.	Two years
_ga_*	This cookie is used by Google Analytics to distinguish visitors to this website. This cookie will only be stored with your consent.	Two years

How to control cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer, and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit the site. Please also note that if are a registered user and block cookies, you will not be able to log in to your account.

More information

For more information on cookies, please visit Cambridge University Libraries' information page on web privacy.