

# JOURNAL OF BUSINESS MANAGEMENT

## PRIVACY POLICY

**Last modified: September 2021**

This privacy policy informs about the purpose, scope, and other personal data processing terms, as well as the rights of the data subject (“**User, you**”) arising from the use of the website <https://journals.riseba.eu> which is developed, supported, and freely distributed by the Public Knowledge Project under the GNU General Public License and managed by the RISEBA University of Applied Sciences (“**Website**”).

We are committed to protect your privacy and personal data and therefore we process personal data of Users in accordance with applicable law - Regulation (EU) 2016/679 Of The European Parliament And Of The Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (“**Regulation**”), as well as legal acts governing data processing and the right to privacy.

By accessing and using the Website, you hereby consent to this Privacy Policy and agree to its terms.

### **1. Data Controller and contact information**

The controller of personal data is the Journal of Business Management (“**JBM**”)

The processor of personal data is RISEBA University of Applied Sciences (“**we, us**” and “**RISEBA**”).

If you have any questions regarding this Privacy Policy, please contact our Data Protection Officer: [dpo@riseba.lv](mailto:dpo@riseba.lv).

### **2. What information does RISEBA collect through the Website?**

We collect and process only the data that is required by JBM.

Users’ personal data type: data that needs to be submitted in accordance with the requirements of JBM;

Purpose of data processing: to manage, organize and encourage submission of articles by academics, researchers and doctoral students;

Legal basis for the processing of personal data: consent;

Term of storage of personal data: RISEBA does not store submitted data.

Please note, that your personal data will be further processed in accordance with data processing terms made available by JBM.

We also collect and process your contact e-mail. Based on our legitimate interests, we will contact you and send only related information and information regarding scientific events.

You can unsubscribe from the newsletters and commercial communications at any time by answering to the newsletter or email with the subject line “**UNSUBSCRIBE**” from the email address you wish to unsubscribe.

Personal data processing term: permanently until the person withdraws his / her consent or unsubscribes from newsletters.

### **3. Recipients of personal data**

We do not disclose User's personal data to third parties, except:

- according to the clear and undeniable consent of User;
- to persons provided for by regulatory enactments in the manner and amount established therein;
- in cases provided for by regulatory enactments for the protection of legitimate interests.

We do not sell, trade, or otherwise transfer your personal data to third parties without your express consent.

### **4. Your rights regarding your information processed by RISEBA**

The User have the right to restrict processing, to object to processing as well as the right to data portability. Where the processing is based on User's consent, User has the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

Please note that with the exception of your contact email which we process based on our legitimate interests, you can only withdraw your consent to the processing of personal data by the moment you are notified that your article was accepted at the latest.

If you have a reason to believe that we violate your rights specified by law or these rules on data processing, you have the right to submit a complaint to the supervisory authority.

We will make commercially reasonable efforts to provide you with reasonable access to any of your personal data we maintain within 1 month as of receipt of your request.

Please note that all requests under the rights listed above must be made in writing by email to [dpo@riseba.lv](mailto:dpo@riseba.lv), and may require subsequent verification procedures to confirm the requestor's identity.

### **5. Changes to the Privacy Policy**

We will, solely at our discretion, make changes or updates to this Privacy Policy from time to time. If we make changes, we will post those changes on this page, and update the Website Privacy Policy modification date at the top of this Privacy Policy.