

ACADEMIC ANALYTICS PRIVACY POLICY

Academic Analytics, LLC (“Academic Analytics,” “we,” “us” or “our”) is a provider of high-quality, custom business intelligence data and solutions for research universities in the United States and Europe. As part of our work for our clients, we may obtain information that is personal and identifiable to individual persons.

We understand that privacy is valued by both the universities with whom we work and the persons to whom any personal identifiable data relates. We will do our best to maintain the privacy and confidentiality of personal data that we collect in accordance with this privacy policy (this “Policy”).

Personal Information We Collect

The information we collect as part of our work may include personally identifiable information, such as (among other things) names, positions or job titles, levels of education and professional affiliations -- including the schools and departments where individuals work or received degrees, papers published by individuals and the academic groups or professional bodies to which an individual belongs (collectively, “Personal Information”). Generally, we collect information in the following ways:

- Personal Information is usually provided to us directly by our clients (and rarely from the individuals to whom the Personal Information relates).
- We obtain publicly available information as part of our work – such as information posted on publicly available web sites or in academic journals.
- Licensed third-parties with whom Academic Analytics has a contractual arrangement may provide us with information (including Personal Information).
- We may collect information regarding a person’s visit to our websites such as the visitor’s IP address, type of browser and the date/time of visit – this information would generally not be directly identifiable to an individual.
- In some instances, individuals (who are representatives of our clients) may access non-publicly available parts of our web site and input personal identifiable information about themselves, but such information is solely provided to us in their capacity as representatives of our clients. We do not collect such information for the purposes of selling goods or services to individual consumers.

How We Use Your Personal Information

Academic Analytics uses the Personal Information we collect for a number of purposes. Personal Information collected may be used to determine scholarly research accomplishments in areas such as publications, funding and honorific awards. This allows us to provide universities and university systems with objective data that administrators can use in several ways, including to support their strategic decision-making processes, benchmarking in comparison to other institutions, etc.

We also use information we collect as part of visits to our websites (such as IP addresses) to detect fraud or abuses of our Website.

In cases where we receive Personal Information directly from our clients (and not the individuals to whom the Personal Information relates), we will cooperate with our clients reasonable requests to

assist them in providing notice to the impacted individuals regarding how we use Personal Information.

Onward Transfer

Academic Analytics does not disclose personal information to any third parties except to fulfill the purposes for which the information was disclosed. Academic Analytics shall take reasonable steps to ensure that any third party receiving Personal Information from Academic Analytics is subject to contractual or other legally binding obligations to comply with the requirements of this Policy (and, with respect to Personal Information provided to us directly by our clients, any reasonable instructions of our clients).

Data Security

Academic Analytics takes reasonable and appropriate steps to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction. Academic Analytics cannot guarantee the security of Information on or transmitted via the Internet.

Access

Academic Analytics shall only process and use Personal Information in a way that is compatible with and relevant for the purpose for which it was provided to Academic Analytics. To the extent necessary for those purposes, Academic Analytics shall take reasonable steps to ensure that Personal Information in our possession is accurate, complete, current and reliable for its intended use.

Choice

Where we receive Personal Information directly from our clients (and not the individual to whom the Personal Information relates), we will cooperate with our clients' reasonable requests to:

- assist them in informing the impacted individuals about (a) the possibility that we may disclose such individuals' information to third parties and (b) the individual's ability to opt out of such disclosures (except for disclosures to our Agents); and
- reasonably ensure that we process the information for purposes compatible with those for which it was originally collected or subsequently authorized by the impacted individuals.

Our clients will then inform us if any such individuals have opted out of such disclosures.

We do not intend to receive any Sensitive Personal Information (i.e. Personal Information specifying medical or health conditions, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership or information specifying the sex life of the individual) or share any such Sensitive Personal Information with third parties. Neither our clients nor any individuals should provide any Sensitive Personal Information to us.

Disclosures for Legal Process

Be aware that we may be required to disclose Personal Information pursuant to subpoenas, warrants, court or government agency orders, legal process or otherwise as required by law.

Enforcement

Questions, comments or complaints regarding this Policy or our data collection and processing practices can be emailed to privacy@academicanalytics.com or mailed to the following address:

Academic Analytics, LLC
Attention: Data Privacy Matters
2012 West Highway 160, Suite 1
Fort Mill, SC 29708

Academic Analytics encourages interested persons to raise any concerns using the contact information provided and we will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of Personal Information.

Effective Date of Policy and Updating This Policy

This Policy is effective as of Jan 1st, 2017. Academic Analytics reviews this Policy from time to time and may make changes this Policy in connection with such review. We will post any changes to this Policy on these web pages following such change. You should check this page regularly to ensure you are familiar with any changes.