

Privacy & Data Retention Policy

General Disclaimer

Thank you for visiting MyResearchEditor.com, one of Sara D. Hauber's ("SDH") websites, and reviewing our Privacy & Data Retention Policy. While visiting MyResearchEditor.com or any other SDH-owned website (hereafter collectively known as "the Websites"), we will not collect any identifying personal information about you unless you choose to provide that information to us, such as via site registration, program registration, or contact form. If you choose to provide this information, it will be used for the express purpose for which it was intended, such as responding to your request for information or subscribing to one or more of our online services. We remind you that if you visit a link outside of MyResearchEditor.com or any other SDH-owned website, you are subject to the privacy policies of that site.

Information Collected and Stored Automatically

SDH automatically collects some technical information from you when you visit the Websites in order to give you the best possible experience. The Websites may use web measurement technology (Google Analytics or Weebly Analytics) to automatically track how visitors interact with the Websites, including where they came from, what they did on the site, and whether they completed any pre-determined tasks while on the site. This type of usage is classified by the Office of Management and Budget as Tier 2 usage since it is a multi-session web measurement. Aggregate data may occasionally be used to help SDH improve our Websites' user interface and diversify our content offerings to meet the needs of our customers, track operational problems, prevent fraud, and improve the effectiveness, security, and integrity of the Websites. This information does not identify you personally, and data is only retained in accordance with the Websites' data retention policy. For each page that you visit, we will collect and store only the following technical information:

- Date and time of access
- URL address of the webpage visited
- Internet domain and IP address from which the Website was accessed
- Type of browser and operating system used to access the Website (if provided by the browser)
- URL address of the referring page (if provided by the browser)
- Length of time spent on the Websites

This information is only used to help us make the site more useful for you. With this data we learn about the number of visitors to our Websites and the types of technology our visitors use. We may track or record information about individual users' visits to ensure that their usage adheres to the User Agreement (see Terms and Conditions). However, we do not share this data with anyone outside SDH unless necessary for law enforcement purposes.

Cookies

When you visit some websites, their web servers generate pieces of information known as cookies, which helps webmasters understand how users interact with their site's content and services. Websites use cookies to track one's activities on a website (e.g., pages

visited, links clicked on, etc.), and to record information about the user so when the user returns to the site, customized features can be provided.

There are two types of cookies. A session cookie is a line of text that is stored temporarily in your web browser's memory cache, and will expire when the browser is closed. A session cookie is not placed on any hard drive, and it is destroyed as soon as you close your browser. A persistent cookie is saved to a file on your hard drive and is accessed whenever you re-visit the website that put it there. This lets that website remember what you were interested in the last time you visited.

We may use persistent cookies to enable Google Analytics to differentiate between new and returning Website visitors. Persistent cookies remain on your computer between visits to the Websites until they expire. We may also use persistent cookies to block repeated popups, such as invitations to sign up for email newsletters or take customer satisfaction surveys. The persistent cookies that block repeated survey invitations expire in 90 days.

The Websites may utilize third party services to enhance distribution of data and information (e.g., via videos) through links from the Websites. A persistent cookie may be set by such a third party provider when you click on the provider's link in order to access the Websites' data (e.g., play a video).

By default, persistent cookies and web measurement technologies are automatically used when you visit the Websites. Nevertheless, if you decide to disable or remove cookies from your browser, you will continue to have access to all information and resources on the Websites.

Information Collected from Interactive Forms and Surveys

The Websites provide interactive forms that let you voluntarily submit personal information (such as your email address, name, or organization). This occurs when you create an account to access some content, create an account to purchase access to online services or materials, register to join an online community to submit information to blogs or discussions, register to receive email updates and newsletters, and send questions and comments to the Websites via contact and feedback forms. In these cases, all submitted information is used only for the express purposes for which it is provided, and is not made available to any third party.

The Websites only share information you voluntarily provide with government agencies if required by law. The Websites never collect information or create individual profiles for commercial marketing. However, when you join an online community and participate in online discussions or comment on blogs, your name and other personal information you provide (except email) are viewable by anyone visiting the Websites, unless you choose not share this information with the public on your user profile page. Any personal information you provide will be protected to the extent permissible under the Freedom of Information Act and Privacy Act.

Electronically submitted information is maintained and destroyed according to the principles of the Federal Records Act and the regulations and records schedules of the National Archives and Records Administration, and in some cases may be covered by the Privacy Act and subject to the Freedom of Information Act. A discussion of your rights under these laws can be found on the [Freedom of Information Act home page](#).

The Websites may also use online survey instruments to obtain feedback on your experience with the Websites or its online services or materials. The survey reports are available only to the Websites managers and other SDH staff who require this information to perform their duties. SDH retains the data from the survey results in accordance with its data retention policy.

The information collected when you register for one or more of the Websites' services includes your name, the email address you provided, and other information relevant to the program of interest. Your registration will not be used to enroll you in any mailing list without your consent.

Children's Privacy

Because we care about the safety and privacy of children online, we comply with the Children's Online Privacy Protection Act of 1998 (COPPA). COPPA and its accompanying regulations protect the privacy of children using the Internet. The Websites do not knowingly contact or collect personal information from children under 13. The Websites are not intended to solicit information of any kind from children under 13. It is possible that by fraud or deception we may receive information pertaining to children under 13. If we are notified of this, as soon as we verify the information, we will immediately obtain parental consent or otherwise delete the information from our servers. If you want to notify us of our receipt of information by children under 13, please do so by sending an email to us here.

Social Media and Third Party Websites

The Websites may use some social media tools and websites to interact with their customers and resource partners. Social media websites are sometimes used to publicize the Websites' programs and services and engage with members of the public. SDH does not use third party websites to solicit and collect personal information from individuals. Any personal information collected by a third party website will not be transmitted to the Websites or SDH unless required for law enforcement purposes or as otherwise permitted by law. Our privacy and other web policies do not apply to these third party sites and we encourage you to read the policies of the third party site when deciding whether to use it.

Links to Other Sites

The Websites may contain links to websites of other public and private organizations. When you follow a link to another site, you leave the Websites and your website interactions are no longer protected by our privacy policy. SDH and the Websites are not responsible for, and do not endorse the privacy or security practices and content of, sites to which the Websites link.

Data Retention Policy

Data collected via cookies, online (browser and analytic) tracking, or interactive forms and surveys is retained by SDH and the Websites indefinitely in a secured location and used only for the purposes described in the Privacy Policy. Upon termination of the Websites or the online services or materials included or sold therein, data may still be retained in a secure, offline location for an indefinite period. However, none of the data collected from you in any form will ever be sold, rented to, or otherwise transferred to any third party.

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