



## SATN CLARIVATE CONVERIS CONSORTIUM

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### Privacy Notice

Effective from 1 July 2019

#### 1. Scope

This Privacy Notice (“Notice”) describes how the SATN Clarivate Converis Consortium collect, use, share, protect, and eventually dispose of (collectively “process”) information or data which may be classified as personal information/data under various laws such as information relating to an individual. Personal data is any information that does, or could, identify you.

Currently the SATN Clarivate Converis Consortium consists of the following users: Central University of Technology, Free State, Cape Peninsula University of Technology and Tshwane University of Technology staff members/affiliates with access to the website containing the Clarivate Converis Research and Innovation Management System refer to as Clarivate Converis-RIMS.

This Notice applies to personal data collected by SATN Clarivate Converis Consortium websites and products (collectively “services”), and in the course of routine offline business contact with you.

This Notice is addressed primarily to SATN Clarivate Converis Consortium users, service users (including visitors to our sites and trial users) and individuals whose professional data is included in our services.

#### 2. About SATN Clarivate Converis Consortium

The three Universities of Technology (namely; Central University of Technology, Free State, Cape Peninsula University of Technology and Tshwane University of Technology) in consortium and under the auspices of South African Technology Network (SATN) will collectively use the Clarivate Converis-RIMS. The system can assemble professional profiles for a complete and up-to-date collection of all teaching, research, and service related activities - providing an overview of all accomplishments, with advanced analytic reports of outputs and impact. Clarivate Converis also supports the complete research lifecycle, from an initial idea for project applications and projects to their results and innovation. This provides important benefits to the key stakeholders along the research lifecycle, including researchers, graduate students, administrators and managers (e.g. Research Office, Library and Graduate School) and for different organizational units.

The system is part of the Clarivate Analytics which provides solutions for the discovery, protection and commercialization of ideas through curated content and unique tools. The service provider offers a broad range of services in different areas such as scientific and academic research, life sciences, patent research, intelligence & services, trademark research & protection, industry codes and standards and domain & brand protection.

#### 3. Changes to this notice



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This Notice will be updated from time to time and material changes will be communicated by e-mail or via a notice on our website.

### 4. Personal data collected

#### *Sources of personal data*

We collect personal data directly **from you**:

- **When you use the Clarivate Converis-RIMS**, e.g. when you have access to the product, the professional profile details and other information that you choose to enter into our products will be collected. The Clarivate Converis-RIMS will also store your log-in credentials to our products.
- **When you interact with us**, e.g. when you fill in a form online, the information that you include in those forms or when you seek help with technical issues will be collected, you may share information about your devices with us, such as their operating system and installed programs.
- **Through cookies and similar technologies included on our services**, e.g. when you access our products, device and usage information of our products will be collected.

We also collect professional data through the Clarivate Converis-RIMS about you **from third parties**:

- **The institution(s) to which you belong or person(s) who have arranged your access to the product and service**, e.g. your employer or the institution you're affiliated with may provide us with contact information so that we can set up your login.
- **Our partners and service providers**, e.g. technology providers in connection to your use of our services.
- **Publicly available sources like academic publications, patent offices, and regulatory agencies**, e.g. if you are an academic author or researcher or student, a patent holder, or clinical trials investigator, your professional data such as your name, work contact details, and specialization may be included in our services. If you have questions about this use of your data, contact ICT department at your University

#### *Types of personal data collected and input into the system*

The personal data we collect consist of the following:

- **Name and contact details**: Personnel number, First Names, Last Names, Email, Academic Title, ORCID, Phone, Website, Initials, Start Date, End Date, Gender, Nationality, SA ID Number, race, passport Number, Birth Date, Rank level, Job Title.
- **Log-in Credentials**, e.g. security and credentialing information required to access our services.
- **User inputted content**, e.g. content you provide to us when you use our products and services (for instance, if you contact our customer service team or any information you choose to include about yourself in our products).
- **Device information**, e.g. information about your computer or other device, such as IP



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address, location or provider.

- **Usage information**, e.g. information about your use of our services, such as date and time of visits, the pages viewed, time spent at one of our websites.
- **Purchase history**, e.g. purchases you have made, when your subscriptions expire or renew.

**Sensitive personal data:** We do not process personal data about political opinions, or religious or philosophical beliefs; trade union membership; or genetic, biometric, health, or sex-life information (“special categories of personal data” as defined by the South African Protection of Personal Information Act, No 4 of 2013 and as protected by Section 14 of the South African Constitution, 1996) unless you provide or indicate such information in a user-controlled area of our services, for development of your professional profile or Curriculum Vitae.

### 5. Purposes of processing

This section sets out the purposes for which we use your personal data. Your relationship with us will determine which purposes apply to you.

Generally, we process your personal data when:

- **It is necessary for our or third parties’ legitimate interests:** details of those legitimate interests are set out below.
- **It is necessary to comply with a legal or regulatory obligation**, e.g. to respond to a court order or a regulator.

#### *Our legitimate interests*

Our legitimate interests in processing your personal data are mainly customer and product administration, provision and improvement of our services, protection of legal rights and marketing. More detailed information about these legitimate interests is set out below.

- **Customer and product administration:** to provide you with our services and information you requested, create product accounts, provide user and technical support, enforce our terms of business, report product usage information to our customers, report to our content and technology providers, contact you about renewal of your subscriptions, and other related administrative tasks.
- **Product personalization:** the supplier of the system will deliver personalized functionality in our services, for instance we may retain your browsing and usage information to make your searches within our services more relevant. We also analyse product usage information to understand which content and tools are most useful for our users and to allow us to deliver and suggest tailored content, features and other Clarivate services and products that we believe may interest you.
- **Product analysis and development:** the supplier of the system will deliver and analyse the functionalities we offer and improve the design and content of our services (including sharing your personal data across our services allowing us to make all our services more intuitive and user-friendly). We may use information collected on our services, usually in aggregated form. This helps us to better understand your use of our services and to enhance your enjoyment and experience. We may also provide information about your use of the



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services to a third party who has made the services available to you (for instance, your employer).

- **Security:** to protect the security of our IT systems, architecture and networks as well as to prevent misuses of our services.
- **Legal rights:** to exercise our rights, and to defend ourselves from claims and to comply with laws and regulations that apply to the Consortium and affiliated users.

### 6. Recipients of the data

Your personal data will, depending on the purposes of processing, be disclosed to different individuals and organizations, including:

- **Suppliers of the Clarivate Converis system's employees and contractors of the group** whose roles require access to your data. Their personnel are bound to confidentiality terms which cover their obligations to protect personal data in terms of their Privacy notice <https://clarivate.com/legal/privacy-statement/>
- **The account administrator** or the person providing you access within each university in the Consortium.
- **Service providers** who process personal data on our behalf ("processors"); for example Cloud computing providers and web analytics services like Google Analytics and credit card payment processors. Such vendors are contractually bound by Clarivate Analytics to protect your data to the same standard as set out in this Notice and, in the case of credit card payment processors, to meet the Payment Card Industry Data Security Standard (PCI DSS).
- **Professional advisors** such as legal counsel and information security professionals where reasonably required to protect our rights, users, systems and our services.
- **Government agencies, law enforcement, courts and other public authorities** where we have a duty to disclose your personal data by law.
- **Subscribers to our services.** If your personal data is collected from public sources for inclusion in our product databases and any personal data you choose to provide to us for display in our services (for example, in profiles and when using online forums), your personal data will be accessed by users of our services.
- **Other third parties you have asked us to share information with**, e.g. if you upload information into a public platform or forum that is publicly accessible or reporting on research outputs to the South African Department of Higher Education, Science and Technology.

### 7. Data security

We maintain appropriate administrative, technical, and physical security measures to protect your personal data from accidental loss and unauthorized access or use in line with the POPI Act, 4 of 2013. These measures include encryption, firewalls, roles-based data access, intrusion-detection software, and physical access controls to data centres.



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### 8. Data retention

We store your personal data throughout the period of your relationship with us and retain it for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying legal, accounting, or reporting obligations or to resolve disputes. Data which is not required will be disposed of by wiping the data from the hardware and a representative from the Consortium to witness the disposal.

### 9. Contact us

Address: SATN Office Pretoria Tshwane University of Technology Alma du Toit House, 210 Steve Biko Street Sunny Side, Pretoria, Gauteng, 0002 South Africa  Phone: +27 12 382 4896 Mobile: +27 82 267 5125 E-mail: <a href="mailto:admin@satn.org.za">admin@satn.org.za</a>	Address: SATN Office Durban 36 Glen Eagles Drive, La Lucia, Durban North, Kwazulu Natal, 4051 South Africa  Phone: +27 31 563 0504 E-mail: <a href="mailto:admin@satn.org.za">admin@satn.org.za</a>
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### 10. References

<https://clarivate.com/legal/privacy-statement/>