

## **South Asia Archive Privacy and Cookies Policy**

South Asia Archive is owned and operated by Informa UK Limited whose registered office is 5 Howick Place, London, SW1P 1WG. This policy (together with our terms and conditions and any other documents referred to in it) explains how we will collect, process, use, and protect your personal information when you use register and use our website at [www.southasiaarchive.com](http://www.southasiaarchive.com) ("Website") and any material published therein.

### **1 Your personal information**

1.1 When you register on our Website, we may ask you to provide us with certain personal information, such as your name, email address, country of residence and a password (where a login has been provided) ("Personal Information"). We may also collect other information, including, but not limited to, the URL you came from, IP address, your browser type, country of residence, and the pages of our Website that you viewed.

### **2 Acceptance of terms**

By using our Website or submitting information to us, you:

2.1 agree to accept the data protection practices outlined in this Privacy and Cookies Policy.

2.2 consent to our collecting and processing your Personal Information in connection with the sale and distribution of Informa's services and products;

### **3 Use of your information**

3.1 We may use the information that you provide or that we collect for the following purposes:

3.1.2 to register you with South Asia Archive;

3.1.3 to send you the South Asia Archive newsletter;

3.1.4 to provide any services or information you have requested;

3.1.5 to ensure that content from our Website is presented in the most effective manner for you and for your computer;

3.1.6 for detecting and protecting against error, fraud or other criminal activity;

3.1.7 in any other way as described to you at the time of collection of your Personal Information;

3.2 If you do not want us to contact you with details of our special offers, products, or services that we think you might be interested in, please tick the relevant box on the registration form or contact us at the address below.

## 4 Disclosure of your information

4.1 We may give information about you to the following third parties, who may use it for the same purposes as set out above:

4.1.1 to agents and employees of Informa to administer any accounts, products, and services provided to you now or in the future;

4.1.2 to agents who profile your data so that we may tailor the goods/services we offer to your specific needs;

4.1.3 to anyone to whom we transfer or may transfer our rights and duties under our agreement with you;

4.1.4 if we have a duty to do so or if the law allows us to do so. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction;

4.1.5 to third parties who will help process or administer Informa services.

## 5 Cookies

5.1 When we provide services, we want to make them easy, useful, and reliable. Where services are delivered on the Internet, this sometimes involves placing small amounts of information on your device, for example, computer or tablet. These include small files known as cookies or tracking technologies. They cannot be used to identify you personally.

These pieces of information are used to improve our services to you, including:

5.1.1 enabling a service to recognize your device so you don't have to give the same information several times during one task;

5.1.2 recognizing that you may already have given a username and password so you don't need to do it for every web page requested;

5.1.3 measuring how many people are using our services, so they can be made easier to use and to ensure enough capacity.

You can manage these small files yourself and learn more about them through [Internet browser cookies - what they are and how to manage them](#).

### 5.2 Our use of cookies

By understanding how people use South Asia Archive, we can improve the information provided. This also ensures that the service is available when you want it and fast. We use a number of different methods of gathering this data; see below for details:

Title of cookie	Purpose of cookie	Type of cookie	Does the cookie link to other data the providers	Lifespan of the cookie	First party/third party

			holds on the individual		
JSESSIONID	User Authentication	User authentication and currently also used to collect information on how site is used by user.	No	Session	First party
ASP.NET	Contains information that identifies the user.	Contains information that identifies the user. The Session object stores information about, or change settings for a user session	No	Session	First party
__utma	User tracking: analytics	Google Analytics	No	2 years	Third Party
__utmb	User tracking: analytics	Google Analytics	No	20 minutes	Third Party
__utmc	User tracking: analytics	Google Analytics	No	Session	Third Party
__utmz	User tracking: analytics	Google Analytics	No	180 days	Third Party

## 6 Technology Partners

Access management tool, for the Website, is supplied and supported by third party, Semantico; a technology company specialising in digital publishing solutions. We ensure that any company we work with complies with strict data protection standards.

## 7 Access to information

You have the right to make a written request for a copy of the Personal Information that we keep about you (for which we may, at our sole discretion, charge a small fee of £10) or to correct the details that we hold about you.

## 8 Changes to this Privacy Policy

We reserve the right to update, modify, and/or change this Privacy and Cookie Policy at any time. Any such changes will be posted here. If you continue to use an Informa service after we have changed this Privacy and Cookie Policy, you hereby consent to be bound by any such changes.

## **9 Security**

9.1 While on a secure page on our Website, such as our user registration form, the lock icon on the bottom of web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to unlocked, or open.

9.2 We will protect your Personal Information from unauthorized access by using commercially reasonable security measures.

9.3 Where we have given you a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. To maintain the security of your Personal Information and the Website, please do not share your password with anyone.

9.4 Unfortunately the transmission of information via the Internet cannot be guaranteed to be completely secure. Although we will do our best to protect your Personal Information, we cannot completely guarantee the security of any data transmitted to our Website. Any transmission will be at your own risk.

## **10 Contacting us**

All questions, comments, and requests regarding this Privacy Policy should be addressed to [southasiaarchive@routledge.com](mailto:southasiaarchive@routledge.com).

For a downloadable copy of this Privacy and Cookie Policy, you can select the PDF [here](#).

Please also read our [Terms and Conditions](#).