

[PUBLISHING POLICIES](#) · FULL POLICY

Privacy Statement

What personal data Calm Publika collects when you use a journal, the Hub or our contact form, what we use it for, who else sees it, and the choices you have.

Version 1.1 · October 2026 · This is the full text. The [summary](#) on the policies page applies to every journal, book and proceedings volume.

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Who we are

Calm Publika is a publishing imprint of Cipta Aksara Literasi Media (Perseroan Perorangan), domiciled in Kabupaten Magelang, Indonesia. We are the controller of the personal data described here. To contact us about your data, use the [contact page](#).

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What we collect

WHEN	DATA
You register a journal account	Name, email address, affiliation, country, username and password (stored hashed); optional ORCID iD, biography, areas of expertise.
You submit a manuscript	The manuscript and supporting files, metadata (title, abstract, keywords), details of each author including email and affiliation, funding and conflict declarations, and your correspondence with the editors.
You review a manuscript	Your review, recommendation, comments to the editor and author, and the dates of invitation, acceptance and delivery.
You edit or manage a journal	Records of your editorial decisions and actions in the system.
You use the Hub	The email address you sign in with, a sign-in record, and the information the Hub reads from the journal system about your own submissions and reviews. The Hub does not create journal accounts.
You use the contact form	The details you type in, your message, and the information the anti-spam check needs.
You apply to join an editorial team	Your name, email address, institution, country, the role and journals you choose, your areas of expertise, a link to your ORCID iD or academic profile, and any note you add. It reaches us through the Call for Editors page.
You visit our sites	Technical data such as IP address, browser type, the pages requested and the time, kept in server logs, and a session cookie that keeps you signed in.

What we use it for

- **Running the editorial process:** receiving, reviewing, deciding on, editing and publishing manuscripts, and communicating with authors, reviewers and editors.
- **Running accounts and sign-in,** including the Hub.
- **Sending service email** about your submissions and reviews, such as acknowledgements, review invitations and decisions.
- **Answering your messages** through the contact form.
- **Assessing applications** to join a journal's editorial team, and replying to the applicant.
- **Keeping the service secure,** preventing abuse and fixing faults.
- **Meeting legal and ethical duties,** including investigating misconduct and keeping the scholarly record.
- **Preserving published articles** and indexing them so that they can be found and cited.

We use your data only for the purposes above, which are the stated editorial purposes of the journal, book or proceedings volume concerned. We do not sell personal data, and we do not use it for advertising.

On what basis

We process personal data where it is needed to provide the service you asked for (for example, to handle your manuscript), where you have given consent (for example, if you add optional details to your profile or ask us to contact you, or apply to join an editorial team), where the law requires it, or where it is necessary for the legitimate interest of running a trustworthy publication, such as security and the integrity of the scholarly record.

What becomes public

Publication is public by nature. If your article is published, your name, affiliation, ORCID iD (if you provided it), and the article's metadata and full text are published openly and sent to archives and indexing services. Because the scholarly record has to be stable, that

information is not removed on request, except in the narrow circumstances described in the [Corrections policy](#). Submissions that are declined, the reviews, and the reviewers' identities are not published.

The journals use double-blind review, so reviewers do not see author identities and authors do not see reviewer identities.

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Who else sees your data

- **Editors and editorial staff** of the journal concerned, who see what they need to run the process.
- **Editors who manage the journals you apply to**, and the administrators of our Hub, who read applications there. An application is never shown on a journal's site, and your name is listed only if you are appointed and have agreed in writing.
- **Reviewers**, who see the anonymised manuscript and not the author's identity.
- **Service providers** who process data on our behalf: our hosting provider, an email delivery service that sends service messages, and a form-handling service with an anti-spam check that processes contact-form messages and, as a backup copy, applications to join an editorial team. They may use the data only to provide their service to us.
- **Google**, if you choose to sign in to the Hub with a Google account, which tells us your verified email address and name.
- **Authorities and institutions** where the law requires it, or in a misconduct case, where we may inform your institution, employer or funder, as described in the [Publication Ethics procedure](#).
- **Preservation and indexing services**, for published articles only.

Your data is stored on our servers in Indonesia and with the providers above, which may process it elsewhere. We use contractual and technical safeguards that are appropriate for the data.

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How long we keep it

- **Published articles and their metadata:** permanently, as part of the scholarly record.

- **Manuscripts that are not published, and the reviews of them:** for as long as needed to deal with appeals, complaints and misconduct questions, and for the journal's records, and then deleted or anonymised.
- **Accounts:** until you ask us to close them. Closing an account removes the profile; it does not remove your role in articles you have authored.
- **Applications to join an editorial team:** up to 12 months from the date you apply, then deleted automatically, unless you are appointed, in which case we keep the application with your editorial records. We also delete the notification emails about it within the same period. You can ask us to delete your application at any time.
- **Contact-form messages and server logs:** kept for a limited period needed for answering and security.

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Your rights

Under Indonesia's Personal Data Protection Law (Law No. 27 of 2022), you may ask us for access to the personal data we hold about you, to correct it, to delete it, to restrict or object to its use, to withdraw consent you gave, and to receive a copy of your data. We will reply to a request within a reasonable time, and tell you if we cannot comply, and why (for example where data is part of the published record or must be kept by law).

To use these rights, write to us through the [contact page](#). You may also complain to the data protection authority in Indonesia.

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Cookies

The journals use a session cookie that keeps you signed in; it is needed for the service to work. The contact form uses an anti-spam check that may set its own cookies. We do not use advertising cookies.

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Security

We protect data with measures such as encrypted connections (HTTPS), hashed passwords, access limited to people who need it, and regular backups. No system is completely secure; if a breach affects your personal data, we will tell you and the authorities as the law requires.

Changes to this statement

We may update this statement. The date at the top shows which version applies, and significant changes will be announced on the site.

Version 1.1, 8 October 2026: added applications to join an editorial team (what we collect, why, who sees them and how long we keep them). No other policy changed in this version.