## **Privacy Policy Statement**

The Horizon values our relationship and mutual trust with all authors and reviewers. We recognise the importance of respecting and protecting authors and reviewers personal information and privacy. This policy should be read in conjunction with other guidelines and assurances that Horizon shares with its subscribers including authors and reviewers, which also set out the basis on which any personal information or data shared with us, for the purpose of communication involving matters related to article submission and review of articles.

All authors and reviewers are requested to read this policy, should there be any clarification or question, please contact at info.horizonpublication@gmail.com or phone +92-331-3676651.

## **<u>Authors Personal Information</u>**

**Leasing of information**: Individuals may provide us with information when they make contact either via email, telephone or postal communication. Such a contact may be in connection of a manuscript submission, enquiry about publications, and participation in a discussion. The information given to us may include name, email address, mailing address, telephone number, academic institution, affiliation, job title, subject specialization and technical expertise.

- How long we retain your information: All personal information that reaches to Horizon is only used for the purpose it is meant for and retained in safe custody until a period of five (5) years.
- Protection of personal information: Personal information is kept in electronic record encrypted with a password. In some cases, paper format may be kept under strict lock and key.
- Protection of personal information: Personal information is kept in electronic record encrypted with a password. In some cases, paper format may be kept under strict lock and key.

## **Third Party Web Linkage (sharing)**

- Sharing your e-mail information: JPMA may share author's e-mail with our partners or those providing services and support to us. Other than this any sharing will require prior permission of the data owner.
- Changes to privacy policy: Any change in the privacy policy will require approval from the editorial board and Education Unlimited, the owners of Horizon.

## Author's/ Reviewer's Rights

Data ownership, intellectual property rights and other protection legislations of the country Pakistan gives a number of rights to protect individuals against other person's or organisation's mishandling with regard to the personal information and intellectual property rights. Authors reviewers and other communicators or writers should develop full understanding of their rights and be aware of the policies at national and in their respective.