



Privacy Policy Statement

in accordance with the Law on Personal Data Protection of Bosnia and Herzegovina

Association of Scientists “Institute for Human Rehabilitation”

publisher of the journal *Human Research in Rehabilitation* (HRR Science Publishing) — human.ba

1. Introduction

The Association of Scientists “Institute for Human Rehabilitation” (hereinafter: the Institute) is the publisher of the International Journal for Education / Rehabilitation and Psychosocial Research **Human Research in Rehabilitation**. The Institute is committed to protecting the privacy and the personal data of everyone who uses its website.

This Privacy Policy Statement defines the manner in which the Institute (hereinafter: “we”, “us” or “our”) collects, processes, stores and protects the personal data of visitors, authors, reviewers and readers of the website human.ba (hereinafter: “you”, “your”), in accordance with the Law on Personal Data Protection of Bosnia and Herzegovina (“Official Gazette of BiH”, No. 12/25) and other relevant applicable regulations governing this area.

As a personal data controller, the Institute has the obligation to provide data subjects with access to all relevant information regarding the processing of their data, and to regularly inform them of their rights and the purposes of processing.

Because we are an academic publisher, this Policy covers more than an ordinary website visit. It also describes what happens to the personal data of **authors** from the moment a manuscript is submitted, through peer review, to publication and permanent inclusion in the scholarly record.

We will not use, share or disclose any of your personal data to any third party except as described in this document.

2. Definitions

Below are explained the key terms used in this Policy, in accordance with the Law on Personal Data Protection.

- **Data subject** means a natural person whose identity is established or can be established, directly or indirectly, in particular by reference to identifiers such as a name, identification number, location data, online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.
- **Personal data** means any information relating to a natural person whose identity is established or can be established.
- **Data controller** means a natural or legal person, public authority or competent body which, alone or jointly with others, determines the purposes and means of processing personal data.
- **Data processor** means a natural or legal person or public authority that processes personal data on behalf of the data controller.
- **Third party** means a natural or legal person, public authority, the Agency, or other body which is not the data subject, the data controller, the processor, or persons authorised to process personal data under the direct authority of the data controller or processor.

- **Consent of the data subject** means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.
- **Personal data breach** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

3. Controller information

Controller:	Association of Scientists "Institute for Human Rehabilitation"
Publishing imprint:	HRR Science Publishing
Journal:	Human Research in Rehabilitation — International Journal for Education / Rehabilitation and Psychosocial Research
Address:	Alije Izetbegovića 26, 75290 Tuzla Canton, Bosnia and Herzegovina
Identification number:	4209972220001
Web:	www.human.ba
E-mail:	hrr@human.ba

4. Contact for personal data protection

The Institute will consider your inquiries regarding the processing of personal data and enable you to exercise your rights under the Law on Personal Data Protection. All requests and questions relating to personal data are handled by the **Editorial Office**, available at:

E-mail:	hrr@human.ba
Address:	Alije Izetbegovića 26, 75290 Tuzla Canton, Bosnia and Herzegovina

We are required to respond to your request within 30 days of its receipt, with the possibility of extending the deadline up to 60 days where justified, of which you as a data subject will be informed in due time. This service is provided free of charge. If you submit a request electronically, the response will be delivered to you electronically, unless you specify a different mode of communication in your request.

If you do not receive a response within the stated time limits, or are not satisfied with it, you may contact the Personal Data Protection Agency of Bosnia and Herzegovina or pursue your rights before the competent court or through other legal means.

5. Whose data we process and what we collect

This document applies to data processing whether carried out by automated or non-automated means. The data we process depend on how you use the website.

5.1 Visitors to the website

When you browse human.ba, we process technical data: your IP address, the pages you visit, the date and time of your visit, and information about your browser and device (user agent), together with data from cookies. These data are generated automatically by the web server and by the download system.

5.2 Authors and manuscript submissions

When you submit a manuscript through the form at human.ba/submission/, we collect the data you enter into that form:

- your e-mail address (mandatory);
- ORCID identifier (optional);

- full name and institution of the first author (mandatory);
- full name and institution of the corresponding author (mandatory);
- the article title (mandatory);
- an optional message to the Editorial Office;
- the files you upload — full text of the manuscript (mandatory), title page, references, tables and figures (optional).

Uploaded manuscripts may themselves contain personal data — for example the names, affiliations and contact details of co-authors, acknowledgements, and details of research participants. Authors are responsible for ensuring that any personal data of research participants contained in a manuscript has been collected lawfully and, where required, anonymised or pseudonymised, and that the ethics requirements set out in our Policies have been met.

5.3 Reviewers and members of the Editorial Board

For reviewers and members of the Editorial Board we process the name, affiliation, contact details and the review correspondence necessary to operate the peer review process. Members of the Editorial Board are listed publicly on the website with their name and affiliation.

5.4 Readers who download articles

The journal is open access and no account or registration is required to read or download an article. When an article file is downloaded, our download system records the IP address, the browser and device information (user agent), the name of the downloaded file and the date and time of the download. These records are used to produce readership statistics for the journal and to detect abuse of the download system.

5.5 Contact enquiries

When you write to us through the form at human.ba/contact-us/, we collect your name, your e-mail address and the content of your message.

What we do not collect. The website has no user registration, no user accounts for readers or authors, no newsletter, no online payment and no comment function. We do not use advertising networks, social-media tracking or web analytics services, and we do not create profiles of visitors or make automated decisions producing legal effects concerning you.

6. Purposes of processing and legal bases

All data are processed in accordance with the principles of lawfulness, transparency and purpose limitation. Processing is carried out on the following legal bases:

- **Consent of the data subject** — your submission of the required information through the contact form or the submission form constitutes your consent to the processing of that information for the purpose stated in the form, and your acceptance of the cookie notice constitutes consent for non-essential cookies. You have the right to withdraw your consent at any time; the withdrawal does not affect the lawfulness of processing carried out previously.
- **Performance of, and steps preceding, an agreement** — processing an author's manuscript through evaluation, peer review, acceptance and publication, including the publishing agreement concluded upon acceptance.
- **Legitimate interest of the Institute**, where this does not override your rights and freedoms — in particular responding to enquiries; operating the peer review process; ensuring the IT security and integrity of the website and communication systems; preventing abuse of the download system;

producing statistics on readership and website use; and maintaining the completeness and integrity of the published scholarly record.

- **Legal obligation** — where we are required by law to retain or disclose data.

7. The editorial process — who has access to your data

The journal operates a **double-blind peer review** system. The following applies to a manuscript from submission onwards:

- Submissions are received by the Editorial Office and are treated as confidential documents.
- The manuscript is initially screened by the selection committee and then, if approved, by the Editor-in-Chief.
- The manuscript is sent to two external, independent reviewers. Under the double-blind system, reviewer identities are not disclosed to authors, and the identity of the author is withheld from the reviewers.
- Reviewers are bound to treat the manuscript as confidential and must not show it to or discuss it with anyone except as authorised by the editor.
- The editorial staff must not disclose information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers or other editorial advisers.

The identity of a reviewer is protected by the editor and is not revealed unless the reviewer has expressly agreed to disclosure.

8. Publication and onward dissemination

If your manuscript is accepted and published, certain personal data become **permanently and publicly available worldwide**. This is an inherent and unavoidable part of academic publishing, and you should be aware of it before submitting.

- The published article displays the names of the authors, their institutional affiliations and, where provided, the ORCID identifier and correspondence e-mail address.
- Articles are published under the **Creative Commons Attribution–NonCommercial 4.0 (CC BY-NC 4.0)** licence, which permits anyone to copy and redistribute the article, with attribution, for non-commercial purposes.
- Published articles and their metadata, including author names and affiliations, are made available to indexing and abstracting services, bibliographic databases, search engines and archives, which store and further distribute those data under their own terms.

Publication cannot be undone by withdrawing consent. Once an article has been published, the withdrawal of consent does not oblige us to remove it. The published article constitutes the final, definitive and citable version of the scholarly record. Where a genuine correction is required, we will publish an erratum, a corrigendum or a retraction in accordance with our Policies. Retracted articles remain online but are clearly marked as retracted. Copies already distributed under the open-access licence, or held by third-party indexing services, are beyond our control.

9. Retention periods

Personal data collected via the website are retained for as long as is necessary to fulfil the purpose for which they were collected, unless a longer period is required by law or by a legitimate interest.

Data	Retention period	Notes
Contact form enquiries	Until the purpose of the communication is fulfilled	Then deleted, unless a longer period is required by law.

Data	Retention period	Notes
Manuscripts that are rejected or withdrawn, and the related submission data	24 months from the final decision	Retained to allow handling of resubmissions, appeals and allegations of misconduct, then deleted.
Manuscripts that are published, and the associated author data	Permanent	Retained as part of the scholarly record — see section 8.
Download statistics (IP address, user agent, file name, timestamp)	For as long as necessary for the purposes below	Retained to detect and prevent abuse of the download system, to keep the website secure, and to compile readership statistics for the journal.
Web server access logs	For as long as necessary for security purposes	Held by our hosting provider and used to keep the website and communication systems secure.
Consent record (cookies set by the consent tool)	30 days	See the Cookie Policy.
Download session cookie <code>__wpm_client</code>	Session	Deleted when you close the browser.

10. Rights of the data subject

A data subject whose data are processed by the Institute has, in accordance with the Law on Personal Data Protection, the following rights:

- **Right of access** — the right to obtain confirmation as to whether we process your personal data and to be granted access to such data;
- **Right to rectification** — the right to request the rectification of inaccurate, and the completion of incomplete, personal data relating to you;
- **Right to erasure** — the right to request the erasure of your personal data, in accordance with the conditions prescribed by law;
- **Right to restriction of processing** — the right to request a temporary restriction of processing in certain cases;
- **Right to object** — the right to object at any time to the processing of personal data based on the legitimate interest of the Institute;
- **Right to withdraw consent** — where processing is based on consent, you have the right to withdraw that consent at any time, without negative consequences;
- **Right to data portability** — in cases provided for by law, the right to receive the data you have provided to us in a structured and readable format and to transmit them to another controller;
- **Right to lodge a complaint** — if you consider that your rights have been violated, you may lodge a complaint with the Personal Data Protection Agency of Bosnia and Herzegovina.

Through the website, the Institute does not carry out automated individual decision-making that would produce legal effects for you as a data subject.

To exercise these rights, please contact us by e-mail at hrr@human.ba.

Please note that the rights to erasure and to object are not absolute. In particular, they do not extend to an article that has already been published, or to data we are required to retain in order to preserve the integrity of the scholarly record or to comply with a legal obligation — see section 8.

11. Data security

The Institute applies technical and organisational protection measures to ensure the confidentiality, integrity and availability of your data collected via the website. These measures include encrypted transmission of the entire website over HTTPS, access to the administration of the website restricted to authorised persons, and configuration of the server so that **files submitted through the manuscript submission form are not publicly accessible** and cannot be retrieved by anyone browsing the website.

We will take all reasonable measures to ensure a satisfactory level of security, but we draw your attention to the fact that no form of data transmission over the Internet, or any form of electronic data storage, provides 100% absolute protection, and therefore we cannot guarantee absolute security.

In the event that, as data controller, we become aware of a personal data breach and assess that the breach could result in a high risk to your rights and freedoms, we will inform you and the Personal Data Protection Agency.

12. Confidentiality of data

When you visit the website, your personal data remain confidential, unless you voluntarily choose to disclose them or unless they are published as part of an accepted article in accordance with section 8.

Data collected via the website constitute confidential information in accordance with applicable regulations. Access to such data is possible only within the framework of authorisations and granted access rights.

13. Recipients and transfer of data to third parties

We do not sell personal data and we do not disclose them for marketing purposes. Personal data may be made available to the following categories of recipients:

- **Members of the Editorial Office, editors and external reviewers** — within the peer review process described in section 7, under an obligation of confidentiality.
- **Our hosting and website maintenance provider** — which operates the server on which the website and its e-mail are hosted, and which acts as our processor. This provider also receives a copy of the notifications generated by the manuscript submission form.
- **Indexing and abstracting services, bibliographic databases and archives** — in respect of published articles and their metadata only, as described in section 8.
- **Competent authorities** — where this is provided for by law, including the processing of requests from legislative, regulatory or executive bodies or competent authorities for the purpose of investigating or preventing a criminal offence.
- **Any other recipient** — only with your consent.

All processors engaged by us are bound by a data processing agreement and are obliged to maintain the confidentiality of data in accordance with the law and the internal acts of the Institute.

As a data subject, you have the right to information about the categories of recipients, partners and external processors, by contacting us at hrr@human.ba.

The website is operated from Bosnia and Herzegovina. If you are located outside Bosnia and Herzegovina and provide us with information, your data will be processed in Bosnia and Herzegovina. Published articles, by their nature, are accessible worldwide.

14. Cookies and tracking

The website uses a small number of cookies that are necessary for it to function and for your consent choice to be remembered. The website does **not** use analytics, advertising, social-media or other third-party tracking cookies, and does not track you across other websites.

On your first visit we display a cookie notice which allows you to accept, refuse or customise your cookie selection. You can manage cookie settings at any time through your browser. Detailed information about each individual cookie, its purpose and its duration is set out in a separate document — the **Cookie Policy**.

15. Links to other websites

Our website may contain links to other websites that we do not operate, including the websites of indexing services, of institutions and of licensors. If you click on a link to a third-party website, you will be directed to that third-party website. We recommend that you familiarise yourself with the Privacy Policy of every website you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of third-party websites.

16. Children's privacy

Our website is not intended for persons under 18 years of age ("children") and we do not knowingly collect their personal data.

If you are a parent or guardian and become aware that your child has provided us with their personal data, please contact us.

If we become aware that we have collected personal data from children without parental review or consent, we will take steps to remove such data from our pages.

17. Changes to this Policy

We reserve the right to amend this Privacy Policy Statement in accordance with legal requirements and technical changes. All amendments will be published on the website, and we recommend that you periodically review the Privacy Policy Statement to keep informed of any changes.

Version date: 10 August 2026