Privacy Policy for Guests

1. Introduction

The **[University Magazine Name]** provides guest users with limited access to view selected contributions. This Privacy Policy explains how we handle data for guest users accessing the system.

2. Information Collected

Guests do not need to provide personal information to access selected content. However, we may collect:

- **Usage Data:** IP address, device type, and browsing behavior on the website.
- **Access Logs:** Time and date of visits and pages viewed.

3. Purpose of Data Collection

Guest data is collected to:

- Improve website functionality and user experience.
- Monitor system security and prevent unauthorized access.
- Track engagement with published contributions.

4. Data Security

- Guest browsing activity is monitored but not linked to personal identifiers.
- Access to contributions is restricted to selected articles approved for public viewing.

5. Data Sharing

- Guest data is not shared with third parties.
- Contributions viewed by guests are selected by Faculty Marketing Coordinators and published with consent from student authors.

6. Retention Period

Guest usage data is retained for system analytics and security monitoring but is not linked to personal identities.

7. Guest Responsibilities

Guests must:

- Respect intellectual property rights and not misuse or distribute content without authorization.
- Follow the university's ethical guidelines while interacting with the platform.

8. Acceptance of Policy

By accessing the university magazine, guests agree to abide by this Privacy Policy. For any concerns regarding data usage, guests may contact the university administration.

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