



Manuscript Research Institute

Privacy Notice

Version 0.1

Effective Date: 7/28/2026

1. Purpose

This Privacy Notice explains how the Manuscript Research Institute (MRI) collects, uses, stores, and protects personal information provided through the MRI Portal and related services.

2. Personal Information We Collect

MRI may collect contact information, account credentials, volunteer profile information, project participation, contribution history, training records, communications, technical usage information, and information voluntarily submitted through forms or correspondence.

3. Why Information Is Collected

Information is collected to administer accounts, coordinate volunteers, manage projects, improve manuscript research, maintain security, recognize contributors, communicate with users, and comply with legal or repository obligations.

4. Required and Optional Profile Fields

Required fields may include username, display name, email address, and acceptance of MRI policies. Optional fields may include biography, languages, manuscript interests, institutional affiliation, education, research interests, public profile photograph, and generalized geographic region.

5. Aggregated Audience and Generalized Location Data

MRI may publish anonymous statistics describing volunteer participation, languages, countries, states, or regions represented. Aggregated information will not intentionally identify individual users.

6. Names in Publications and Acknowledgments

Unless a user requests otherwise, MRI may acknowledge contributors by their chosen display name or preferred publication name in project acknowledgments, reports, publications, or contributor lists. Contribution recognition does not imply authorship.

7. Visibility of Volunteer Information

Volunteer application details, manager notes, training records, evaluation history, and internal permissions are visible only to authorized MRI personnel whose responsibilities require access.

8. Private Information

Private fields include email address, telephone number, legal name where different from the public display name, precise location, volunteer application notes, manager comments, training records, internal access level, and other administrative records. These fields are not displayed publicly except when required by law or with the user's consent.

9. Retention, Correction, and Deletion

MRI retains records only as long as reasonably necessary for research, operational, legal, or archival purposes. Users may request correction of inaccurate personal information or request deletion of information where legally permissible. Certain project contribution records may be retained to preserve research integrity.

10. Security

MRI uses reasonable administrative, technical, and organizational safeguards to protect personal information. No internet-based system can guarantee absolute security.

11. Third-Party Services

MRI may rely on trusted third-party providers for hosting, authentication, analytics, cloud storage, communications, and repository integrations. These providers are governed by their own privacy practices.

12. Changes to this Privacy Notice

MRI may update this Privacy Notice periodically. Continued use of the Services after publication of revisions constitutes acceptance of the updated notice.

13. Privacy Contact Information

Questions or privacy requests may be directed to:

Manuscript Research Institute (MRI)

Website: <https://manuscriptresearch.org>

Email: admin@manuscriptresearch.com

14. Electronic Agreement

By checking the required boxes and submitting this application, you acknowledge that you have read, understood, and agree to the MRI Terms of Use and Privacy Notice. You agree that your electronic acceptance has the same legal effect as your handwritten signature.