



Charter of “Journal of Personal Data Protection Law”

Preamble

“Journal of Personal Data Protection Law” is a bilingual, international peer-reviewed periodical scientific publication of the Personal Data Protection Service of Georgia. Its establishment marks the fourth anniversary of the application of “General Data Protection Regulation” (GDPR).

The primary focus of Journal is directed towards conducting the comparative legal discourse in the field of public law and creating the scholarly forum for researchers. The Journal publishes scientific papers in the field of fundamental human rights and freedoms, especially in the area of personal data protection law and aims to provide the legal analysis of topical issues, to highlight the best practices and raise public awareness. The mission of Journal is to facilitate the process of harmonization of Georgian Law on Personal Data Protection with the European legislation and internationally recognized standards, as well as to share the outcomes of the field-related researches with the academic community, legal practitioners and, in general, individuals concerned with the subject matter of data protection and the right to privacy. In order to strengthen the internationalization component, each issue of Journal congregates the papers of Georgian and foreign authors in both Georgian and English languages. The Journal is published in print and electronic form and is publicly accessible.

The Editorial Board is the collegial body of the Journal membered is membered by the academic personnel of Georgian and foreign Universities, as well as, the representatives of the scientific-research institutes and legal practice. The decision on publication is adopted by the Editorial Board of the Journal in compliance with the principles of fairness, honesty and impartiality, as well as pursuant to the editorial policy of the Journal and academic and ethical standards.

I. General Provisions

Article 1. The Status of the Journal

1. “Journal of Personal Data Protection Law” (hereinafter referred to as “Journal”) is the official, international, scientific, peer-reviewed and refereed periodical publication of the Personal Data Protection Service of Georgia (hereinafter referred to as “Service”) in the Georgian and English languages.
2. The Journal is published in Georgian and English languages, in print and electronic form. It is identified by the international unique code for both electronic and print publications.
3. All the electronic editions of the Journal are publicly available via the official website of the Journal. The interested person has the right to familiarize himself/herself with it free of charge without the registration on the website and provide the proper scientific citations with the protection of copyright.

Article 2. The Mission and Objectives of the Journal

1. The mission of Journal is to facilitate the process of harmonization of Georgian law on personal data protection with the European legislation and internationally recognized standards, as well as to share the outcomes of the researches conducted in the area of public law with the academic community, legal practitioners and, in general, individuals concerned with the subject matter of personal data protection and the right to privacy.
2. The Journal serves to establish the culture of personal data protection in the society and raise public awareness through conducting the comparative legal discourse, creating the academic platform for researchers, analyzing the topical issues and highlighting the best practices in the direction of the Law on Personal Data Protection.
3. The goal of Journal is to publish the papers of scientific value and have them indexed in the renowned scientific databases of the world.

Chapter II. Editing and Managing of the Journal

Article 3. Editing of Journal

1. In order to enhance the scientific status of Journal, increase its international recognition, facilitate indexing in the internationally acknowledged scientific databases and the process

of internationalization, the Journal has an Editorial Council implementing the management of its publishing activities

2. The Editorial Council of the Journal consists of:
 - a) the Editor-in-Chief;
 - b) the Managing Editor;
 - c) the Executive Editor;
 - d) the Editorial Board;
 - e) the Technical Editor.

Article 4. Editor-in-Chief

The Editor-in-Chief, who holds an academic degree of Doctor of Law and the academic merits relevant to the internationally acknowledged level as well as has gained the due recognition in terms of scientific achievements and the experience in managing the academic journal, is authorized:

- a) to provide the guidance of Journal and pursue the policy of its editorial development;
- b) to take charge of the Editorial Council of Journal: the managing editor, the executive editor, the Editorial Board and technical editor;
- c) to determine the composition of the Editorial Board and convene its meetings;
- d) to define the criteria for assessing the scientific papers submitted to be published in Journal and the prerequisites for its publication;
- e) to adopt a decision on the publication of the paper submitted to be published in Journal on the basis of peer-review;
- f) to make a decision on the royalty payment, if necessary;
- g) to represent the interests of Journal in relations with third parties;
- h) to perform other management functions of Journal

Article 5. Managing Editor

The Journal may have the managing editor who holds the academic degree of Doctor of Law and has gained the experience relevant to the scientific activities. He/she assumes the responsibility for:

- a) the scientific quality of Journal and its further development;
- b) the encouragement of recruitment of researchers within the field of Journal and the publication of papers of high scientific value;
- c) the selection of reviewers;

- d) the preparation of submissions to the Editor-in-Chief with the aim to evaluate the issue of publication of papers on the basis of reviewers' conclusions;
- e) the assessment of the extent to which the reviewers' recommendations have been considered by the authors in papers;
- f) the exercise of other editorial power commissioned by the Editor-in-Chief.

Article 6. Executive Editor

The Executive Editor, who has gained the experience in scientific activities, is responsible for:

- a) The scientific quality of Journal and its further development;
- b) The execution of the editor-in chief's decisions;
- c) The operative management of periodic publications of Journal within the stipulated timeframe;
- d) The coordination of communications with the authors about correcting the editorial notes on the basis of reviewers' conclusions;
- e) Technical editing of papers to be published, if necessary;
- f) The exercise of other editorial power commissioned by the Editor-in-Chief.

Article 7. Editorial Board

1. Journal has the international Editorial Board, which is comprised of professors from the top European universities and scientists-researchers of public law taking into consideration their contribution to developing the area of Journal.
2. The Editor-in-Chief convenes and presides over meetings of the Editorial Board as well as determines its, as a collegial body, decision-making rule.
3. The Editorial Board:
 - a) Fosters the consistent alignment of editorial policy of Journal with the international standards;
 - b) Discusses and makes recommendations on the future strategy and development plan of Journal;
 - c) Encourages the growth and popularization of the international recognition of Journal;
 - d) Facilitates the publication process of renowned researchers' papers.

Article 8. Technical Editor

For the purpose of facilitating the technical and editorial process, the support editorial personnel are involved in the publication activities of Journal providing technical editing and language correction of the scientific papers submitted for publication, the design of page layout of the edition to be published and the preparation of its English version as well as the maintenance of the official website of Journal.

Chapter III. The Publication of Academic Papers

Article 9. The Types of Papers to be Published

The following scientific papers performed in the field of fundamental human rights and freedoms, especially in the area of personal data protection law, may be published in Journal:

- a) A scientific paper;
- b) An academic overview (review);
- c) The analysis of legal practice;
- d) The translation of a foreign academic paper.

Article 10. The Rule of Accepting the Paper to be Published

1. The publication of a scientific paper in Journal is possible:
 - a) Under the rule of competition, on the basis of the personal application of the author;
 - b) On the basis of the invitation and recommendation of the Editorial Council;
2. The call for papers to be accepted for publication is announced publicly via the official webpage of Service and Journal. For the purpose of wide dissemination of the information about competition, it can be publicized through the institutional e-mail of Journal as well.

Article 11. The Person Authorized to Publish the Scientific Papers

1. The right to publish scientific papers is granted to:
 - a) The academic personnel from Georgian and foreign higher education institutions and scientific-research institutes, visiting lecturers, researchers, Ph.D. and MA students;
 - b) The legal practitioners within the field of Journal;
 - c) The authors invited by the Editorial Board;

2. The paper may be submitted to be published in Journal for its original publication. The republication of the already published paper or the part of it in Journal is not permitted.
3. The paper submitted to be published:
 - a) Must be grounded on the authentic research conducted on the basis of sources of appropriate scientific value;
 - b) Must comply with the editorial policy of Journal and academic standards;
 - c) Must be performed in compliance with the academic integrity;
 - d) Must not contain discriminatory texts, hate speech, unethical assessments and insulting/derogatory opinions, or personal criticism;
 - e) Must be formed protecting the personal data of third parties.
4. The paper submitted for publication in the Journal can be written by one person or in co-authorship with several people. The author must submit the scientific paper for publication in the electronic form and send it to the official e-mail address of Journal (journal@pdps.ge) with the following documentation attached:
 - a) The completed form of application addressed to the Editor-in-Chief (*Appendix №1*);
 - b) The research paper in the Georgian and English languages, including the abstract and keywords (max 250 words in total), a full paper (max 20 pages) and a bibliography;
 - c) The positive review of the scientific supervisor or legal expert representing the research area of the subject to be studied in the paper, in case the authors do not have a doctoral degree;
 - d) The literature used in the paper submitted for publication must be cited complying with the academic integrity as well as the rules of academic citation of Journal and the guidance standards for the compilation of bibliography (*Appendix № 2*).
5. By submitting the paper for publication, the author confirms that he/ she has familiarized himself/herself with and agrees on the editorial policy of Journal and the standards of academic writing.
6. The publication of the paper submitted without complying with the requirements enshrined in the editorial policy of Journal will not be considered.

Article 12. The Process of Review and Selection of the Paper to be Published

1. At the initial stage of acceptability, the paper submitted for publication is assessed according to the editorial policy of Journal and academic standards, following which the paper is checked for plagiarism.
2. Following the check for plagiarism, the paper is sent to two reviewers for the double peer review. The anonymity of reviewers is ensured at any stage of evaluation process of the paper

as well as after its completion and publication in Journal. The research paper is evaluated within the deadline set by the Editorial Board of Journal via the special review form (*Appendix № 3*).

3. The reviewer shall be selected according to his/her competence and experience/qualifications in the field. The participation of a foreign expert of the field in the process of review is desirable.
4. In the process of assessment and development of conclusions a peer reviewer shall act pursuant to the standards of independence, fairness, impartiality and in compliance with these rules of assessment. As a consequence of evaluating the paper, a reviewer may give certain instructions and one of the following recommendations:
 - a) The paper is accepted for publication (positive review)
 - b) The paper requires the substantial content-technical editing (positive review)
 - c) The paper is rejected for publication. (negative review)
5. If, according to the reviewer's evaluation, the paper requires substantial content and technical editing prior to publication, the author must take into account the recommendations. Based on the assessment of the extent of implementing the recommendations made, the Editor-in-Chief of Journal adopts the final decision on the publication of paper.
6. The review of a paper is deemed to be successful if both reviewers give positive feedback. If the assessment of one reviewer is negative, the assessment is sent to the author to consider the reviewer's comments and make further correction of the paper. The final decision on publishing the paper is made by the Editor-in-Chief of Journal.

Article 13. The Publication of the Paper

1. The decision on the publication of the paper in Journal is notified to the author in writing via the official email address of Journal.
2. Journal acquires the copyright to the paper with the aim to ensure its editorial activities and scopes. The author retains non-property copyright to the paper.
3. The paper may be published anonymously, without indicating the personal data of the author.
4. In the reasonable time prior to publishing the paper in Journal, the author has the right to withdraw the paper and refuse to publish it in the Journal on the basis of the written request to the Editorial Council of Journal.

5. In the event of the copyright dispute with the third party, the responsibility is imposed upon the author.

Chapter IV. The Principle of Editorial Activities and Ethics

Article 14. The scopes of action

1. These ethical principles are defined with the aim to conduct the editorial activities of Journal in compliance with the principles of academic integrity as well as to prevent unethical behaviour and provide the sufficient response.
2. These ethical principles apply to all the persons engaged in the editorial process of Journal.

Article 15. The Principles of Editorial Activities

1. The editorial activities shall be conducted in compliance with the principles of independence, fairness, integrity, impartiality, confidentiality, academic freedom and competence as well as the prohibition of conflict of interests.
2. The conflict of interests must be declared by the person involved in editorial activities within the reasonable time immediately after the detection of conflict of interests. In the event of the declared conflict of interests, the editorial process shall occur without the participation of the mentioned person.
3. A person involved in the editorial process is obliged to maintain confidentiality and not to disclose the information relating to editorial activities.
4. In the event that the person participating in the editorial process is unable to exercise authority, the Editorial Council must be informed about it in writing within the reasonable time.

Article 16. The Limits of Academic Freedom

1. The author is authorized to act within the limits of academic freedom complying with these principles of editorial policy of Journal, standards of academic integrity and ethics.

2. The paper submitted for publication must not contain a discriminatory text, hate speech, unethical assessments and insulting/derogatory opinions or personal criticism;
3. The content of the paper must be created with respect for the right to privacy of third parties and the protection of personal data.

Article 17. Academic integrity

1. By submitting the paper for publication in Journal the author confirms that the research paper has been carried out in compliance with the academic integrity and the authentic scientific sources used in it are properly cited.
2. In case of the use or/and misappropriation of research/publication/paper of third parties without proper citation and marking, as well as in the event of identification of inaccurate information following the publication of the paper, the liability is imposed on the author pursuant to Georgian legislation.

Chapter V. Final provisions

Article 18. The Legal Force of Charter of the Journal

1. The Charter of the Journal shall enter into force immediately following its approval.
2. The amendments and additions to the statute of Journal are made at the discretion of the Editor-in-Chief.