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Privacy center

BlueSpicePrivacy is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking *Privacy center* in the user menu.

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Accepting the terms of use

When a user wants to log into the wiki for the first time, the terms and conditions and the privacy policy must be accepted during the login process.

Log in
To continue, please accept the following terms
I accept the privacy policy of this site
Continue login
Privacy consent

Cookie consent

Users are presented with a prompt to accept the cookies that the wiki collects. This prompt appears when a user visits the wiki for the first time or after deleting the browser cookies.

Login required Management
Cookie consent

Here, users have the option to accept all cookies or to manage each group of cookies separately. This is done by opening*Cookie consent settings* and then using the toggle-switches in the prompt. There are different types of cookies, based on the function they perform:

- **Necessary cookies:** Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).
- **Convenience cookies:** Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences, and more)
- **Matomo** (visible only if the necessary plugin is installed and activated): Cookies that are used for site analytics.

By default, accepting at least the necessary cookies is mandatory before using the wiki for the first time.



Cookie settings can be changed afterwards at any point by clicking on "Change cookie consent" in the wiki footer links or on the page Special:PrivacyCenter.

Privacy Center

The privacy center is the hub for a user's privacy settings. It is located in the profile menu (by clicking on user image in the top right corner) or by navigating directly to the page Special: PrivacyCenter.

Tasks	Profile
Watchlist	Notifications (5) 🔴
Reminders	User dashboard
Contributions	Preferences
Assignments	Log out

This special page consists of a number of "modules". Each module performs a privacy-related function.

Anonymization

In this section, users can anonymize their account on the wiki. This means that users can change their username on the wiki. The new username appears wherever the username is used, including comments, page histories and logs. All traces of previous user information including profile information and profile data is removed or renamed.

To anonymize their account, users pick the new username (a random anonymized username is offered by default) and click "Anonymize my account". After confirmation, the process of anonymization starts, and the user receives a notification upon completion.

Important! Changes made in the Privacy center, for example anonymization, can take up to 24 hours to be effective (until the cache expires).

Delete your account

You can delete all traces of your account from the wiki by clicking the "Delete your account" button. After confirmation, the user account is deleted. In case there is an error in the process, users will be notified of the failed deletion process.

By deleting their account, users will remove all references to their user account anywhere on the wiki. All of the user's contributions are then attributed to "Deleted user", which will appear instead of the original username. The wiki is usually set to require an administrator to delete a user account upon request. The delete-button will show "Request account deletion" accordingly.



Transparency / Export your data

To view the data the wiki has stored about you in its logs and settings, you can click on the button *Show all data*. This opens a dialog containing all of the user's data.

onymizat	Close		View your data	
u can anony	Person	al data	Mentions in content Working data Action data	
ew usernam anon66906	height=		vs4-en.wiki.bluespice.com/w/dynamic_file.php?module=userprofileImage&username=Ptechnik&width=200&	^
elete your			ktion 1:47, 14 December 2021	
omment (op	Email a Numbe	dress: (r r of edits		
	Experie Groups Former		:learner	
ransparent flew and expo Show all dat	Permiss editmyv viewspe extende	ions (rig vatchlist cialpage dsearch	hts): autocreateaccount, editmyoptions, editmyprivateinfo, editmyusercss, editmyuserjs, editmyuserjson, read, viewmyprivateinfo, viewmywatchilst, writeapi, bluespiceabout-viewspecialpage, bookshelfbookmanager- bookshelf-viewspecialpage, editaboards-viewspecialpage-userdashboard, extendedsearch-seart-specialpage, search-wikipage, extendedsearch-search-repofile, extendedsearch-search-externalfile, pageassignable,	
Export your Types of data	rating-v autocor	iewspec firmed, a	df-export, uemodulepdf-export, uemodulepdfsubpages-export, uemodulepdfrecursive-export, rating-read, alpage, stablesettings, workflows-view, socialprofile-viewspecialpage, oathauth-enable, applychangetags, uutopatrol, browsearchive, changetags, createpage, createtalk, delete, deletechangetags, deletedhistory, editsemiprotected, import, importupload, minoredit, move, move-categorypages, move-subpages, movefile,	
Personal (Assignments etc.) CSV	~
			tory, administrative actions etc.)	
Mentions i	n content	(e.g. artio	des, timeline entities, comments etc.)	
Export data				

Users can print out this same information in html or csv formats. The following information is collected:

- **Personal data:** Profile image, username, real name, registered on, blocekd, email address, number of edits, experience level, groups, former groups, permissons
- Mentions in content: signatures, blog entries, comments, links to the user page
- Working data: search terms, page assignments, pages read, read confirmations, reminders, page approvals and other data that was logged by extensions
- Action data: administrative actions, changes of settings, file uploads, page actions (move, delete,....)

To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking *Export data*, the file is saved to the user's local download location.

Privacy policy consent

In this section, users can change their consent to the wiki's privacy policy. Further options may appear based on a specific wiki configuration. Users can also change their cookies consent (as described above).

Requesting actions

BlueSpice

Privacy center	o
Anonymization	
You can anonymize your account, by replacing all occurrences of your username with a new username	
New username	
anon85887 Request anonymization	
Delete your account You can completely delete your account from the wiki, along with all traces of your username Comment (optional)	
Request account deletion	

The wiki can be configured so that users are not allowed to directly execute certain privacyrelated actions. They need to request that operation first.

Requesting actions applies to:

- Anonymization
- Delete your account

Requests can be enabled for the wiki by setting \$bsgPrivacyEnableRequests = true; in LocalSettings.php

Once enabled, users will be presented with a request form in the affected sections. In this form, users can click *Request anonymization* and *Request account deletion* respectively. For account deletion, users can enter an optional comment explaining the reason for the request.

All submitted requests are sent to wiki admins for review.

After submitting the request, a user sees a R*equest pending* notice in the Privacy center. If the request is denied, the user is notified with a comment from the wiki administrator. If the user's request is approved, the user also receives a notification.

Technical Reference: BlueSpicePrivacy

Manual:Extension/BlueSpicePrivacy/Administration

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Contents

1 Terms of use
1.1 Changing the link targets
2 Account deletion or anonymization
2.1 Request to administrators
2.2 Direct action by users



Terms of use

Changing the link targets

The link target of the terms of use and can be changed by administrators on the related page in the MediaWiki-namespace if necessary.

To continue, please accept the following terms
I accept the privacy policy of this site
I accept the terms of service of this site
Continue login

Link	Standard link label (defined in)	Standard target page (defined in)
Privacy policy	Privacy policy (MediaWiki:Privacy)	Project:Privacy policy (MediaWiki:Privacypage)
Disclaimers	Disclaimers (MediaWiki:Disclaimers)	Project:General disclaimer (MediaWiki:Disclaimerspage)

Account deletion or anonymization

Request to administrators

When a request for anonymization or account deletion is made, users in the sysop group will receive an email notification.

They can then access the *Privacy admin* page located in *Global actions > Management* or by navigating to Special:PrivacyAdmin.

This pages lists the submitted requests. Administrators can review and approve or deny them.

- Grant request (click green tick)
- Reject request (click on red crossed out circle)

BlueSpice

riva	acy adm	In			Ĺ
User	Action	Timestamp		Comment	
Editor	anonymization	10:26, 2. Feb. 2022 (today)		New user name: anon44667	√ ⊗
	Page 1 of 1	> » I C			Displaying 1 - 1 of 1
rivacy po	licy consent overvie	w			
verview of	f state of consent of all u	sers			
			rivacy-policy	terms-of-service	
	↑		rivacy-policy X	terms-of-service	
Username	↑				
Username Aebersbach	↑		×	×	
Username Aebersbach Akulbii	↑		×	×	
Username Aebersbach Akulbii Amueller	↑		× × ×	× × ×	
Username Aebersbach Akulbii Amueller Bhofmann	↑ 		× × × ×	× × × ×	
Username Aebersbach Akulbii Amueller Bhofmann Bknerr	↑ 		× × × × ×	× × × × ×	

In addition, administrators can see the status of the *Privacy policy consent* for every user on the wiki on this page.

Direct action by users

The wiki can be configured sothat users can perform these actions immediately without approval from an administrator first (not possible in BlueSpice cloud). Requesting actions applies to:

- anonymization
- account deletion

Immediate action can be configured as \$ bsgPrivacyEnableRequests = false; be activated in
LocalSettings.php.