

Contents

1. Manual:Extension/BlueSpicePrivacy	2
2. Manual:Extension/BlueSpicePrivacy/Administration	6

Privacy center

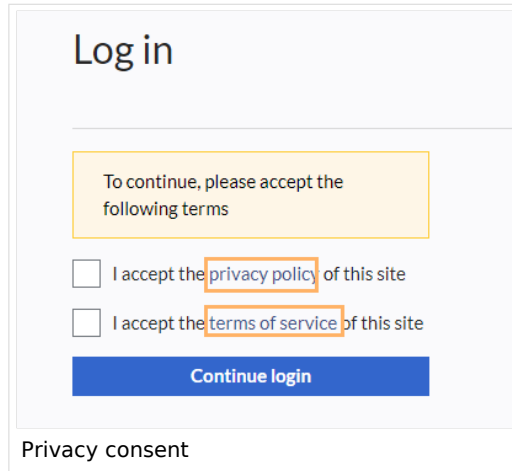
BlueSpicePrivacy is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking *Privacy center* in the user menu.

Contents

1	Accepting the terms of use
2	Cookie consent
3	Privacy Center
3.1	Anonymization
3.2	Delete your account
3.3	Transparency / Export your data
3.4	Privacy policy consent
4	Requesting actions

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

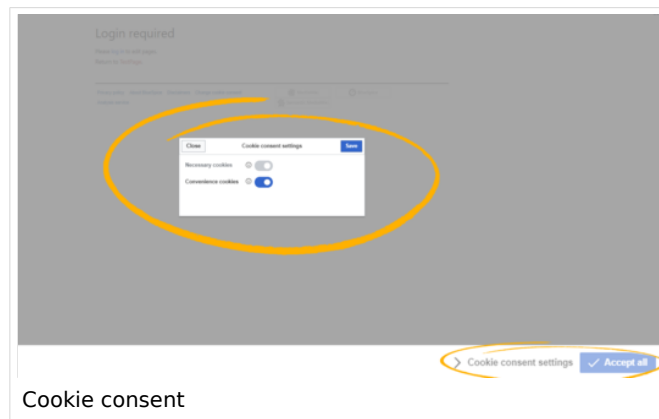
I accept the [terms of service](#) of this site

[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

Cookie consent settings

Close

Necessary cookies

Convenience cookies

[Accept all](#)

Cookie consent settings

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:

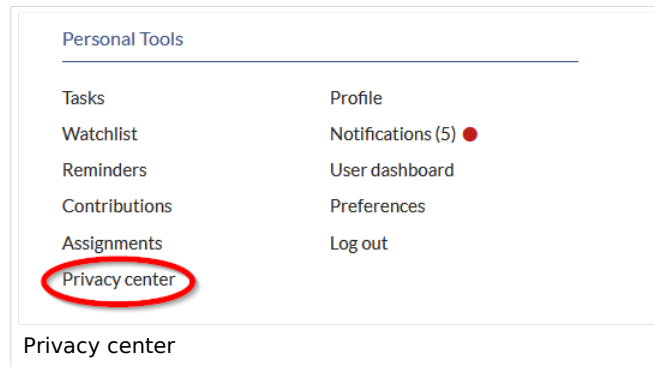
- **Necessary cookies:** Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).
- **Convenience cookies:** Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences, 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`.



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.

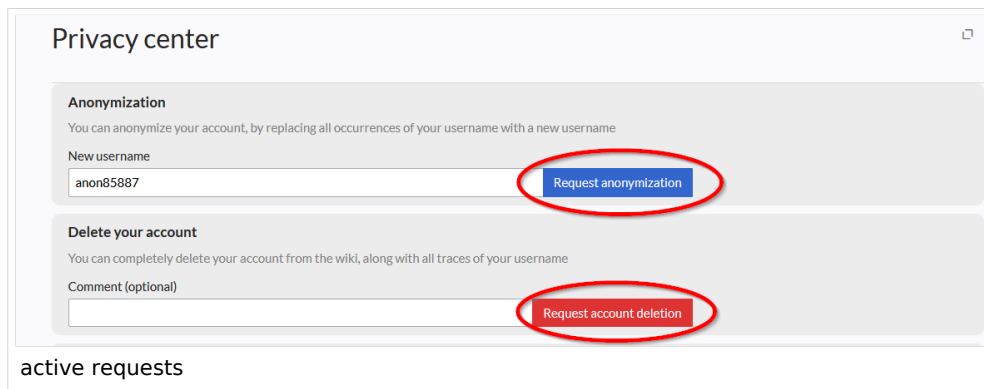
Important! Changes made in the Privacy center, for example anonymization, can take up to 24 hours to be effective (until the cache expires).

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.

Requesting actions



The screenshot shows the 'Privacy center' interface. It has two main sections: 'Anonymization' and 'Delete your account'. In the 'Anonymization' section, there is a text input field for 'New username' containing 'anon85887' and a blue button labeled 'Request anonymization'. In the 'Delete your account' section, there is a text input field for 'Comment (optional)' and a red button labeled 'Request account deletion'. Both buttons are circled in red. Below the forms, the text 'active requests' is visible.

The wiki can be configured so that users are not allowed to directly execute certain privacy-related 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 *Request 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

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-namespae if necessary.

The screenshot shows a login form with a yellow dialog box overlay. The dialog box contains the text: "To continue, please accept the following terms". Below this text are two checkboxes: "I accept the [privacy policy](#) of this site" and "I accept the [terms of service](#) of this site". At the bottom of the dialog box is a blue button labeled "Continue login". Below the dialog box, the text "Terms of service" is visible.

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)

Privacy admin

User	Action	Timestamp	Comment	
Editor	anonymization	10:26, 2. Feb. 2022 (today)	New user name: anon44667	✓

Page 1 of 1 | Displaying 1 - 1 of 1

Privacy policy consent overview

Overview of state of consent of all users

Username ↑	privacy-policy	terms-of-service
Aebersbach	✗	✗
Akulbii	✗	✗
Amueller	✗	✗
Bhofmann	✗	✗
Bknerr	✗	✗
BSMaintenance	✗	✗
Cosborne	✓	✓
Dejan	✓	✓

Review privacy request

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 so that 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*.