

COOKIES POLICY

VIRTUAL LEARNING ENVIRONMENT

COOKIES POLICY

1. DEFINITIONS

WHAT ARE COOKIES?

Cookies and other similar technologies such as local shared objects, flash cookies or pixels, are tools used by Web servers to store and retrieve information about their visitors, as well as to enable the proper functioning of the site.

Through using these devices, the Web server is able to remember some data concerning the user, such as their preferences for viewing the server's pages, their name and password, products that interest them most, etc.

WHAT ARE SCRIPTS?

A script is a piece of program code that is used to make our website work correctly and interactively. This code runs on our server or on your device.

WHAT IS A WEB BEACON?

A web beacon (or pixel tag) is a small, invisible piece of text or image on a website that is used to monitor traffic on a website. To do this, various data about you is stored by these web beacons.

2. COOKIES AFFECTED BY, AND COOKIES EXEMPT FROM REGULATIONS

According to the EU directive, the cookies that require the user's informed consent are analysis, advertising and affiliation cookies, while technical cookies and those that are necessary for the operation of the website or the provision of services expressly requested by the user are exempt.

3. TYPES OF COOKIES

DEPENDING ON THE PURPOSE

- Technical and functional cookies: allow the user to navigate through a website, platform or application and the use of different options or services available in it.
- Analysis cookies: allow the controller to monitor and analyse the behaviour of the users of the websites they are linked to. The information collected by this type of cookie is used to measure the activity of the websites, application or platform and to carry out browsing profiling of the users of said sites, applications and platforms, with the purpose of introducing improvements in the analysis of the user data carried out by service users.
- Advertising cookies: allow management, in the most efficient way possible, of advertising spaces which, if applicable, the editor has included in a website, application or platform from where requested service is provided based on data such as the edited content or frequency with which advertisements are made.
- Behavioural advertising cookies: collect information on the user's personal preferences and choices (retargeting) in order to allow management, in the most efficient way possible, of the advertising spaces which, if applicable, the editor has included in a website, application or platform from where the requested service is provided.
- Social cookies: established by the social network platforms in the services to allow content to be shared with friends and networks. The social media platforms have the ability to track activity online outside the Services. This may affect the content and messages seen in other services used.
- Affiliate cookies: allow you to track visits through links from other websites, with which the website establishes affiliate agreements (affiliate companies).
- Security cookies: store encrypted information to avoid the stored data in them being vulnerable to malicious attacks by third parties.

ACCORDING TO THE PROPERTY

- Own cookies: are sent to the user's terminal team from a team or power managed by the own editor and from where the requested service is provided by the user.
- Third party cookies: are sent to the user's terminal team from a team or power which is not managed by the editor, but by another body which processes data obtained through the cookies.

DEPENDING ON THE STORAGE PERIOD

- Session cookies: are a type of cookie designed to collect and store data as long as the user accesses a website.
- Permanent cookies: are a type of cookies where data continues to be stored in the terminal and may be accessed and processed for a period of time defined by the cookie controller, and that can range from a few minutes to several years.

4. PROCESSING OF PERSONAL DATA

The processing of personal log data and personal data in connection with the storage of session cookies on your device is carried out on the basis of the aforementioned provisions.

- a) For as long as the infrastructure is hosted and managed by the University of Potsdam, the storage of session cookies on the personal device itself is based on Section 25 para. 2 No. 2 German Telecommunications Telemedia Data Protection Act (TTDSG)
- b) For as long as the infrastructure is hosted and managed by the University Jaume I, the storage of session cookies on the personal device itself is based on Article 22 (2), Spanish Law 34/2002, July 11, on information society services and electronic commerce (LSSICE).

Both entities process the following information on the processing is provided:

Purposes and Legitimation of the data processing: as specified in the cookies section which are used on this website.

Data storage criteria: as specified in the cookies section used on the website.

Data communication: data will not be disclosed to third parties, except in cookies owned by third parties or under legal obligation.

Rights of the Data Subject:

- Right to withdraw consent at any time.
- Right of access, rectification and erasure of data and the limitation or objection to their processing.
- Right to file a claim with to the national Supervisory Authority if you consider that the processing does not comply with current legislation.

Contact information to exercise their rights:

For as long as the processing of personal data is hosted and managed by University of Postdam. These are the contact details of the DPO:

- E-mail Address: danteschutz@uni-postdam.de
- Physical Address: Am Neuen Palais 10 - 14469 Potsdam - Germany

For as long as the processing of personal data is hosted and managed by University of Jaume I. These are the contact details of the DPO:

- E-mail Address: dpd@uji.es
- Physical Address: Edifici Rectorat i Serveis Centrals. Campus de Riu Sec.E Castelló de la Plana (Castelló) - Spain

5. COOKIES USED ON THIS WEBSITE

Cookie Name	Purpose	Temporality
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MoodleSession	Authentication	Session
shibsession*	Authentication	Session
_opensaml_req_ss_*	Authentication	Session
<u>CHATWOOT cookies</u>		
cw_conversation	This cookie lets Chatwoot persist the conversation when the contact navigates through the webpages or revisits the website later.	1 year
chatwoot_session	Used by the Chatwoot Super Admin panel to persist the user session	Session
<u>PANOPTO cookies</u>		
.ASPXAUTH	This cookie is created when a user logs in. The encrypted data it stores lets Panopto know that a user is logged in, and who that user is. This cookie expires when a user closes their browser by default unless they have checked the “Keep me signed in” checkbox selected during the login process. In that case, the cookie’s expiration date is determined by an administrative-level site setting that can be changed.	Session

csrfToken	This is a security cookie created when a user is logged into our site and may be frequently recreated while a user is using Panopto. This cookie is used to help mitigate the risk of a cross-site forgery attack. The cookie expires when the user closes their browser.	Session
sandboxCookie	This cookie is used to determine when the last time the user's role was checked, to see if they need to have a personal folder created. This cookie expires when the user closes their browser.	Session
<username>	This cookie is named according to the currently logged-in user. It stored user-specific preferences related to the folder tree views. This cookie expires when the user closes their browser and is not required for the site to function as expected, but may simplify a user's experience.	Session
UserSettings	This cookie is used to store the most recent ID Provider used on this browser to log into Panopto. This is to allow users to skip the login screen entirely and allows them to log in	4 days

	<p>automatically in some cases. It also stores the randomly generated user ID used to track anonymous users for analytics purposes. This cookie expires after 2 years and is considered as essential.</p>	
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6. COOKIES MANAGEMENT

You can manage the use of cookies from your web browser

Delete cookies from your device	<p>Cookies that are already on a device can be deleted by clearing the browser history, thus deleting the cookies from all websites visited.</p> <p>However, some of the saved information (e.g. login data or website preferences) may also be lost.</p>
Manage site specific cookies	<p>For more precise control of specific cookies site, users can adjust their privacy settings and cookies in their browser.</p>
Blocking cookies	<p>While most modern browsers can be configured to prevent cookies from being installed on a device, this may require the manual adjustment of certain preferences each time a site or page is visited. In addition, some services and features may not work properly (for example, profile logins).</p>

And you can visit the instruction page of each of the web browsers to learn how to manage cookies:

Chrome	https://support.google.com/chrome/answer/95647?hl=en
Edge	https://support.microsoft.com/en-us/microsoft-edge/delete-cookies-in-microsoft-edge-63947406-40ac-c3b8-57b9-2a946a29ae09
Explorer	https://support.microsoft.com/en-us/topic/how-to-delete-cookie-files-in-internet-explorer-bca9446f-d873-78de-77ba-d42645fa52fc
Firefox	https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox
Safari	https://support.apple.com/guide/safari/manage-cookies-sfri11471/mac