

# Privacy Policy of Center of Estonian Language Resources

<b>Name of service</b>	CELR Central Services
<b>Controller of the personal data file and a contact person</b>	University of Tartu Ülikooli 18, 50090 Tartu, ESTONIA Contact person: Sander Kuusemets, sander.kuusemets@ut.ee
<b>Purpose of the processing of personal data</b>	Personal data is processed for managing the users access rights to the materials in Center of Estonian Language Resources. Log files are used for ensuring the integrity and availability of the service and for producing statistics of the service use.
<b>Personal data processed</b>	<p>Following data is retrieved <b>from your Home Organisation</b>:</p> <ul style="list-style-type: none"><li>• Unique identifier</li><li>• Name</li><li>• e-mail address</li><li>• Home Organization</li><li>• Affiliation to you Home Organization</li></ul> <p>Following data is gathered <b>from yourself</b>:</p> <ul style="list-style-type: none"><li>• Access rights to material in Center of Estonian Language Resources</li><li>• Logs of your activities in Center of Estonian Language Resources, such as creation of workspaces, upload of material ect</li></ul>
<b>Third parties to whom personal data is disclosed</b>	Personal data is not disclosed to 3 <sup>rd</sup> parties.
<b>How to access, rectify and delete the personal data</b>	Contact the contact person above. To rectify the data released by your Home Organisation, contact your Home Organisation's IT helpdesk.
<b>Data retention</b>	<p>Log files are kept for a year maximum to provide statistics and possibility of forensics when necessary. Any personal data except user names and IP addresses are kept for less, about a month, after which they will be rotated out of the active log file pool.</p> <p>Access rights are not purged without request and will only be purged when data is moved or deleted.</p>
<b>Data Protection Code of Conduct</b>	Your personal data will be protected according to the <a href="#">Code of Conduct for Service Providers</a> , a common standard for the research and higher education sector to protect your privacy.