

Privacy protection/data security

Safety is something that URKUND takes very seriously. It is very important that our customers' data is protected. Our servers are therefore protected behind firewalls and the document database is completely closed and can not be called from outside. The archive search module can not be engaged other than when the internal search program identifies a Client Integration Code and a Unit Integration Code. The communication to and from the service via our Web-service uses transport level security, using TLS/SSL. No third party has access to the Internet traffic. URKUND is not subject to the US PATRIOT Act as the system and its components are entirely owned by a Swedish company.

Settings for document exemption

There are a number of privacy settings for the universities to choose from. The main settings regarding document exemptions are explained below. If you want to know about additional settings or want this explained in relation to an example, please contact URKUND support.

When students send documents to URKUND, they are by default stored in the archive (index) to become a source in future plagiarism checks. The student (known as "Submitter") will receive a receipt from us so that they know we received the document. In this receipt, there is a link to click if they wish to exempt the document from the index. Clicking this link will have one of the two following effects, depending on the university's settings:

Setting 1: Exempted documents are never shown as sources in their entirety, within or outside the university. All that is shown is the name of the document, the school to which it was sent and the teacher ("Receiver").

Setting 2: Exempted documents are only shown as sources within the university. If someone tries to reuse a previously submitted (and exempted) document, it will be shown if submitted to someone within the university. If submitted to someone outside the university, it will be treated as in Setting 1 above.

There is also a **setting for default of exemption**. The university can choose to have all documents exempted by default. Submitters can then choose to return it to the index by clicking a link in the receipt.

There are good reasons for students to keep their documents in the index. This protects the copyright of the student. Should someone find a copy of the document and try to plagiarise it, URKUND would show this for as long as the document is part of the archive.

By choosing "**setting 2**" in combination with the setting where documents are exempted by default, the documents submitted within the university will only be available within your own university, unless a submitter chooses to return it to the index.

If an administrator, or equivalent authority at the university, requires an analysis report to be deleted, this will be done immediately. Otherwise, it will automatically be deleted when it reaches an age of 25 months.

As documents are stored on behalf of the university, students are unable to request the removal of their documents.

Excerpt from the URKUND Terms and conditions**7. Copyright**

Copyright shall be respected in accordance with applicable law. The Customer shall only use the URKUND services in the manner prescribed by PI/URKUND and for the express purpose of preventing and controlling plagiarism. The Customer grants PI/URKUND the right to archive the material that has been made available to the URKUND services, to use the said material as part of the URKUND services in accordance with the settings that The Customer has chosen. Any other use of the material must not be in breach of applicable copyright law or this agreement. The copyright holder has the right, and must be given the possibility to withhold their material from being used as material of comparison in the URKUND services. Execution of this right will result in the material being analysed and archived but it will not be searchable through the URKUND services. PI/URKUND does not claim any copyright to material sent from The Customer to the URKUND services.

8. Stored material

Material that has been sent to the URKUND services will be stored within the system. Under no circumstances will PI/URKUND have the right to resell or in any way redistribute the material. Moreover, the material can never be provided to a third party without a written consent from The Customer. All use of the stored documents must be in accordance with the settings that The Customer has chosen. Upon request from The Customer, PI/URKUND will delete any document sent to The Customer unit. When requesting deletion of documents, the request must come from an authorized contact and document ID-numbers for each document must be provided to PI/URKUND.

9. Protection of customer integrity

PI/URKUND does not have the right, for their own purposes, nor for the purpose of another customer, to maintain any statistics or in any other way gather information about the number of detected occurrences.

Please contact URKUND support for any questions you might have regarding privacy protection or data security.

www.orkund.com
support@orkund.com