

Personal data protection

University of Ljubljana, Faculty of Mechanical Engineering respects your privacy and so will protect your personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; GDPR), the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, no. 163/22; ZVOP-2) and the University of Ljubljana's bylaws.

1. Personal data controller

The controller of the personal data processed under these rules shall be the University of Ljubljana, Faculty of Mechanical Engineering, Laboratory for Mechatronics, Production Systems and Automation, Askerceva 6, 1000 Ljubljana, Slovenia (hereafter: UL FME, Lab. LAMPA).

2. Personal data protection officer

The personal data protection officer at the University of Ljubljana, Faculty of Mechanical Engineering, can be contacted at dpo@fs.uni-lj.si.

3. Personal data processor

For the purposes of operating the The Evolving Textbook (TET) platform, the UL FME, Lab. LAMPA collaborates with DigitalOcean, LLC, 101 6th Avenue of the Americas, New York, NY 10013, United States, which acts as a personal data processor. DigitalOcean provides hosting services through servers located in Frankfurt, Germany. By using DigitalOcean's services, UL FME, Lab. LAMPA is bound by their Terms of Service, which is a legally binding contract. The Data Processing Agreement (DPA), an addendum to their ToS, outlines their obligations as a personal data processor, including: implementing data protection and security measures, processing personal data only according to UL FME, Lab. LAMPA instructions, ensuring compliance with GDPR requirements, including subprocessors.

For the purposes of managing user consent for cookies on The Evolving Textbook (TET) platform, UL FME, Lab. LAMPA collaborates with Usercentrics A/S, Havnegade 39, 1058 Copenhagen, Denmark, which acts as a personal data processor. CookieBot, a solution provided by Usercentrics A/S, ensures compliance with data protection regulations, including GDPR, by collecting and managing user consent for cookies and tracking technologies. By using CookieBot's services, UL FME, Lab. LAMPA is bound by their Terms of Service, and their Data Processing Agreement (DPA) outlines their obligations as a personal data processor. This includes securely handling consent data, processing personal data solely based on UL FME, Lab. LAMPA's instructions, and ensuring appropriate technical and organizational measures to protect personal data.

4. Purposes of processing personal data based on the consent given

Based on the explicit consent given by an individual when visiting the platform and registering, the UL FME, Lab. LAMPA shall process the following personal data:

For the purposes of user registration: email (the data are collected in the platform's internal mysql database hosted on the server in Frankfurt, Germany, provided by DigitalOcean, LLC);

For the purposes of showing an author of textbook content on the platform: full name (the data are collected in the platform's internal mysql database hosted on the server in Frankfurt, Germany, provided by DigitalOcean, LLC);

For the purposes of analysis and evaluation of platform usage: user platform visits, viewed pages, time spent on platform, platform activities, favourite content, watched content (the data are collected in the platform's internal mysql database hosted on the server in Frankfurt, Germany, provided by DigitalOcean, LLC);

5. Personal data storage period

An individual's personal data acquired based on their consent and for the purposes listed above shall be processed and stored until the consent is revoked.

6. Rights of the individual

Based on a consent given for the purposes listed above, you can exercise the following rights at any time:

The right to be informed about the collection and use of your personal data;

The right to rectify or complete your personal data;

The right to have your personal data erased;

The right to restrict the processing of your personal data (in certain cases);

The right to data portability – in the event of a contract or personal consent and when data processing is automated.

You can send a written request to exercise a specific right by post to The University of Ljubljana Faculty of Mechanical Engineering, Laboratory for Mechatronics, Production Systems and Automation, Askerceva 6, 1000 Ljubljana, Slovenia, or email it to dpo@fs.uni-lj.si.

Complaints: if you think you have not been able to exercise your rights in an appropriate manner, please contact us before taking any further action. If the issue is still not resolved, you can file a complaint or report with the Slovenian Information Commissioner.

7. Cookie Policy

Cookies are small text files that a website stores on your computer when you visit the site.

In accordance with the legislation, we can store cookies on your device based on a legitimate interest when these are essential to make our website operational. We require your explicit consent for all other cookies.

This website uses various types of cookies. Some are used at the request of other pages that appear on our site.

The following cookies are used to ensure that all functions of the website operate properly:

- **Essential functional cookies**
Essential cookies make the website operational by allowing basic functionality such as browsing the website and allowing access to safe areas of the website. A website cannot function correctly without these cookies.
- **Analytics cookies**
Analytics cookies help website owners understand how their website is being used by collecting and reporting information anonymously. These cookies are used exclusively based on your consent.

Essential functional cookies

The necessary cookies enable basic functions such as navigating the website and accessing specific parts of the website. A website cannot guarantee the user full activity without these cookies. Cookies, which are intended for adaptation of behaviour and imaging of a website when visiting the next time, for example a display in a selected language, also fit into this category.

Name	Service	Valid for	Description
bookstack_session	BookStack	session (until the browser is closed)	Maintains user authentication and session security while navigating the platform.
XSRF-TOKEN	BookStack	session (until the browser is closed)	Protects against Cross-Site Request Forgery (CSRF) attacks by verifying form and API requests.
cf_bm	CloudFare	30 minutes	Manages bot traffic to ensure platform security and maintains optimal website performance.
iub-cs-24919900	Iubenda Consent Tool	1 year	Stores user consent preferences related to cookies and privacy regulations.
iub_cs-24919900-uspr	Iubenda Consent Tool	1 year	Records privacy preferences for compliance with regulations like GDPR and CCPA.
usprivacy	Iubenda Consent Tool	1 year	Stores user privacy preferences, particularly for managing consent for data collection.

Analytics cookies

Cookies for statistical purposes collect and report information anonymously to the owners of the websites. They help understand, how the visitors use the website and improve the user experience based on such information.

Name	Service	Valid for	Description
------	---------	-----------	-------------

_ga	Google Analytics	2 years	Tracks user interactions on the platform, such as pages visited and time spent, to generate analytics reports.
_gid	Google Analytics	24 hours	Tracks user behavior on the platform for analytical purposes, including unique visitors.
_gat	Google Analytics	1 minute	Limits the collection of data on high-traffic sites to ensure performance stability.