

## 8 UserManual:AM Privacy center

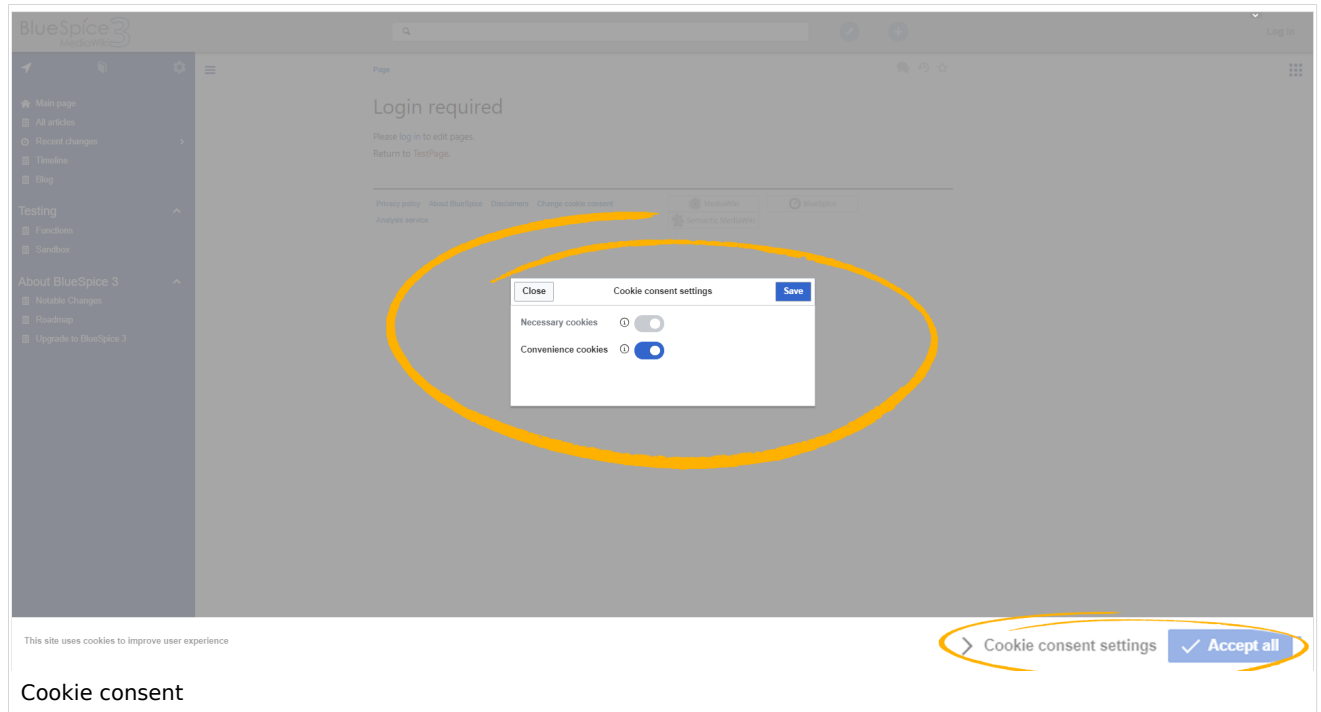
**BlueSpicePrivacy** is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking *Privacy center* in the user menu.

### Contents

1	Cookie consent	2
2	Privacy Center	2
2.1	Anonymization	3
2.2	Delete your account	3
2.3	Transparency	4
2.4	Privacy policy consent	4
3	Requesting actions	5
4	Reviewing user requests	6
5	Related info	6

## 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.



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:

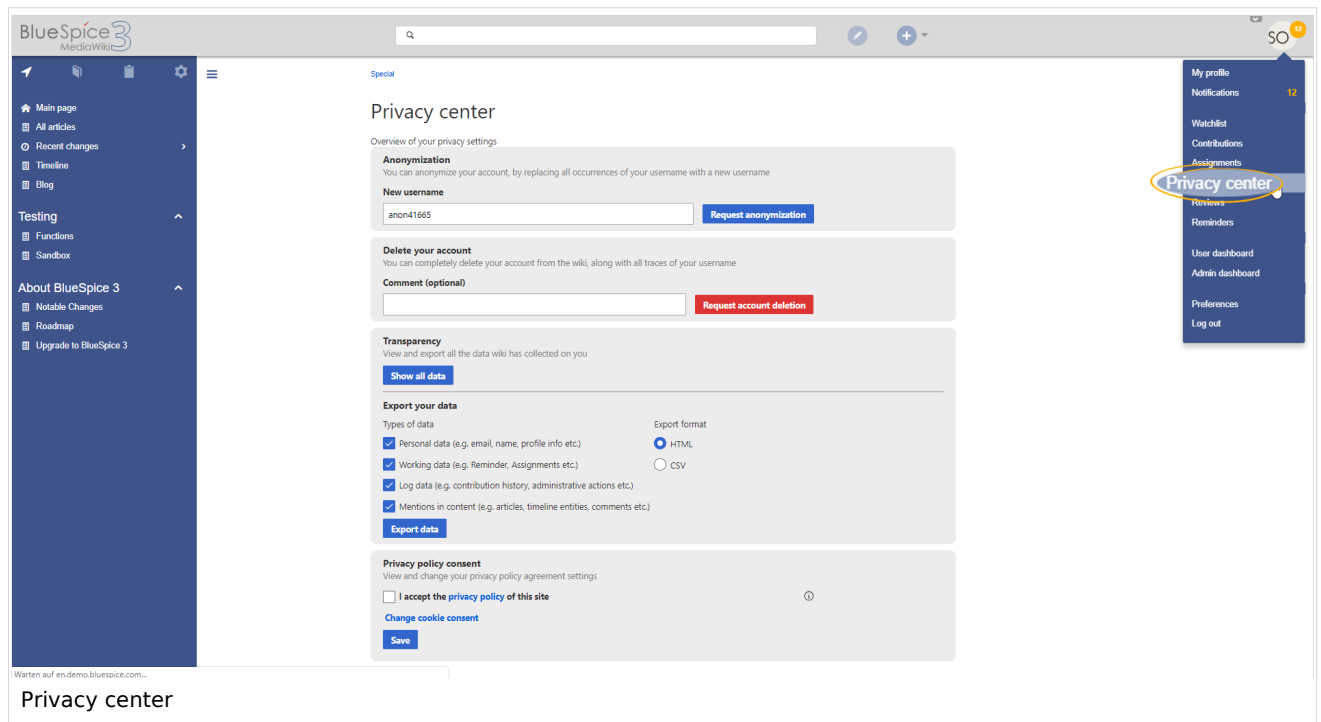
- **Necessary cookies:** Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).
- **Convenience cookies:** Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences,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

Users can delete all traces of their 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.

## Transparency

Close

View your data

Mentions in content

Working data

Personal data

Action data

15:36, 15 November 2017:WikiSysop automatically marked revision 1330 of page Form:QM-Document patrolled

08:59, 22 September 2017:WikiSysop automatically marked revision 1329 of page Category:QM-Document patrolled

07:43, 1 August 2017:WikiSysop automatically marked revision 1328 of page MediaWiki:Sidebar patrolled

10:39, 31 July 2017:WikiSysop automatically marked revision 1327 of page First Steps patrolled

13:54, 6 April 2017:WikiSysop automatically marked revision 1323 of page BlueSpice patrolled

13:54, 6 April 2017:WikiSysop reviewed a version of BlueSpice

13:54, 6 April 2017:WikiSysop WikiSysop created a review to page "<a href="/wiki/BlueSpice" title="BlueSpice" data-bs-title="BlueSpice">BlueSpice</a>".

11:45, 10 January 2017:WikiSysop uploaded File:Moving Flowchart.drawio.png

11:13, 25 November 2016:WikiSysop has removed the namespace Teamwork

11:13, 25 November 2016:WikiSysop has removed the namespace Teamwork\_Diskussion

11:12, 25 November 2016:WikiSysop deleted page Special:Badtitle/NS3004:Einführung in das Qualitätsmanagement

10:07, 22 November 2016:WikiSysop automatically marked revision 1308 of page Knowledgebase patrolled

10:28, 21 November 2016:WikiSysop has changed the permissions of the group restrictedsysop

10:28, 21 November 2016:WikiSysop has changed the permissions of the group sysop

08:36, 21 November 2016:WikiSysop deleted page MediaWiki

08:36, 21 November 2016:WikiSysop deleted page PastelImage

08:36, 21 November 2016:WikiSysop deleted page RatedComments

08:36, 21 November 2016:WikiSysop deleted page Reminder

This module allows users to view and export all data the wiki has collected about them. To only view the data, without exporting it, a user can click on the button *Show all data*. This opens a dialog containing all of the user's data. The data is grouped by:

- **Mentions in content:** Snippets of the page content where the user's name is mentioned.
- **Working data:** Data from extensions - reminders, page assignments, etc.
- **Personal data:** Profile data, personal information and the user's status on the wiki.
- **Action data:** Log data for users actions - edits, page deletions, page moves and administrative actions.

To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking *Export data*, the user can download the compiled file.

## Privacy policy consent

In this section, users can change their consent to the wiki's privacy policy. Further options may appear based on a specific wiki configuration. Users can also change their cookies consent (as described above).

## Requesting actions

### Privacy center

Overview of your privacy settings

#### Anonymization

You can anonymize your account, by replacing all occurrences of your username with a new username

##### New username

[Anonymize my account](#)

#### Delete your account

You can completely delete your account from the wiki, along with all traces of your username

[Delete your account](#)

#### Transparency

View and export all the data wiki has collected on you

[Show all data](#)

#### Export your data

Types of data

- ☒ Personal data (e.g. email, name, profile info etc.)
- ☒ Working data (e.g. Reminder, Assignments etc.)
- ☒ Log data (e.g. contribution history, administrative actions etc.)
- ☒ Mentions in content (e.g. articles, timeline entities, comments etc.)

Export format

- ☒ HTML
- ☐ CSV

[Export data](#)

#### Privacy policy consent

View and change your privacy policy agreement settings

☐ I accept the [privacy policy](#) of this site

[Change cookie consent](#)[Save](#)

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.

## Reviewing user requests

The screenshot displays the BlueSpice Privacy Admin interface. The left sidebar contains a 'Global actions' menu with options like Special pages, Upload file, Watchlist, Book Manager, Extended statistics, RSS feeder, Extended file list, Ratings, Recommendations, Reminder, Expiry, Review, Wiki Explorer, and All templates. Below this is a 'Management' section with options like About BlueSpice, Config Manager, Group manager, Interwiki links, Namespace-CSS Manager, Namespace manager, Assignment management, Page templates, Permission manager, User manager, Category manager, and Quality management overview. The 'Privacy Admin' link is highlighted in the 'Management' section. The main content area is titled 'Privacy admin' and contains two sections: 'Pending requests' and 'Privacy policy consent overview'. The 'Pending requests' section shows a table of requests with columns for User, Action, Timestamp, and Comment. The 'Privacy policy consent overview' section shows a table of users with a column for privacy-policy status.

User	Action	Timestamp	Comment
WikiSysop	anonymization	16:59, 27 February 2019 (today)	New username: anon41665
WikiSysop	deletion	17:00, 27 February 2019 (today)	Please delete my account

Username	privacy-policy
Angie	X
AnneBonny	X
Annett Klug	X
BSMaintenance	X
EmmakKeuner	X
Fbaechmann	X
Jkonrad	X
Jochen Schreiber	X
Karl-Heinz Schreiber	X
Mary Read	X
Pwirth	X
Richardleigl	X
Riubani	X
Rvogel	X
SabineQuartier	X
Scheiks	X

Wiki admins (users with "admin" role) can access the *Privacy Admin* page located in *Global actions > Management* or by navigating to `Special:PrivacyAdmin`.

This page lists the submitted requests. Administrators can review and approve or deny them.

In addition, administrators can see the status of the *Privacy policy consent* for every user on the wiki on this page.

## Related info

- [Reference:BlueSpicePrivacy](#)