

PRIVACY NOTICE

Last updated May 29, 2022

This privacy notice how and why we might collect, store, use, and/or share ('**process**') your information when you use our services ('**Services**'), such as when you visit our website homepage at <https://www.digi-tools.org/> and the interactive storyline at <https://www.digitoolsstory.website> ('**Websites**').

Questions or concerns? Reading this privacy notice will help you understand your privacy rights and choices. If you do not agree with our policies and practices, please do not use our Services. If you still have any questions or concerns, please contact thore.kohl@kcl.ac.uk.

1. WHAT INFORMATION DO WE COLLECT?

We do not collect or store any data that would allow us to identify individuals accessing the website.

Information automatically collected

We automatically collect certain information when you visit, use, or navigate the Services. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Services, and other technical information. This information is primarily needed to maintain the security and operation of our Services, and for our internal analytics and reporting purposes.

We also collect information through cookies and similar technologies.

The information we collect includes:

- *Log and Usage Data.* Log and usage data is service-related, diagnostic, usage, and performance information our servers automatically collect when you access or use our Services and which we record in log files. Depending on how you interact with us, this log data may include your IP address, device information, browser type, and settings and information about your activity in the Services (such as the date/time stamps associated with your usage, pages and files viewed, searches, and other actions you take such as which features you use), device event information (such as system activity, error reports (sometimes called 'crash dumps'), and hardware settings).
- *Location Data.* We collect imprecise location data such as information about your device's location, which is imprecise. How much information we collect depends on the type and settings of the device you use to access the Services. For example, we may use GPS and other technologies to collect geolocation data that tells us your current location (based on your IP address). You can opt out of allowing us to collect this information either by refusing access to the information or by disabling your Location setting on your device.

2. HOW DO WE PROCESS YOUR INFORMATION?

The Websites are hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to run the Websites. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We process your personal information in order to monitor and analyse the performance, operation and effectiveness of the Websites and to ensure our Websites are secure and safe to use.

3. WHAT LEGAL BASES DO WE RELY ON TO PROCESS YOUR INFORMATION?

If you are located in the EU or UK, this section applies to you.

The General Data Protection Regulation (GDPR) and UK GDPR require us to explain the valid legal bases we rely on in order to process your personal information. As such, we may rely on the following legal bases to process your personal information:

- **Consent.** We may process your information if you have given us permission (i.e. consent) to use your personal information for a specific purpose. You can withdraw your consent at any time.
- **Legal Obligations.** We may process your information where we believe it is necessary for compliance with our legal obligations, such as to cooperate with a law enforcement body or regulatory agency, exercise or defend our legal rights, or disclose your information as evidence in litigation in which we are involved.
- **Vital Interests.** We may process your information where we believe it is necessary to protect your vital interests or the vital interests of a third party, such as situations involving potential threats to the safety of any person.

4. HOW LONG DO WE KEEP YOUR INFORMATION?

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than 1 year.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

5. WHAT COOKIES DO WE USE?

Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies are widely used by website owners in order to make their websites work, or to work more efficiently, as well as to provide reporting information. Visit <https://allaboutcookies.org/> to learn more.

Essential website cookies

We only use essential cookies. These cookies are strictly necessary to provide you with services available through our Websites and to use its features.

Cookie	Domain	Description	Duration
ssr-caching	www.digi-tools.org	The ssr-caching cookie is set by WIX and indicates how a site was rendered.	past
XSRF-TOKEN	www.digi-tools.org	This cookie is set by Wix and is used for security purposes.	session
hs	www.digi-tools.org	Wix platform sets this cookie for security purposes.	session
svSession	www.digi-tools.org	Wix platform sets this cookie to identify unique visitors and track a visitor's session on a site.	12 months
bSession	.wixlabs-wix-faq-11.appspot.com	The Wix FAQ App sets this cookie for the dropdown menu under the 'How to Help a Friend' section to register which server-cluster is serving the user of the website. The cookie is used in context with load balancing to optimize user experience.	30 minutes

First party and third party cookies

Cookies set directly by the Websites' domain are called "first party cookies". Cookies created by a different domain other than that of the Websites' are called "third party cookies". Third party cookies enable third party features or functionality to be provided on or through the website. The parties that set these third party cookies can recognize your computer both when it visits the website in question and also when it visits certain other websites.

The 'bSession' cookie is a third party cookie, which is set by the WIX FAQ App.

6. WHAT ARE YOUR PRIVACY RIGHTS?

In some regions (like the EEA and UK), you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal

information, (ii) to request rectification or erasure; (iii) to restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information. You can make such a request by contacting us by using the contact details provided in the section 'HOW CAN YOU CONTACT US ABOUT THIS NOTICE?' below.

We will consider and act upon any request in accordance with applicable data protection laws.

If you are located in the EEA or UK and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here: https://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

If you are located in Switzerland, the contact details for the data protection authorities are available here: <https://www.edoeb.admin.ch/edoeb/en/home.html>.

Withdrawing your consent: If we are relying on your consent to process your personal information, which may be express and/or implied consent depending on the applicable law, you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us by using the contact details provided in the section 'HOW CAN YOU CONTACT US ABOUT THIS NOTICE?' below.

However, please note that this will not affect the lawfulness of the processing before its withdrawal, nor when applicable law allows, will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

Cookies and similar technologies: Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Services.

If you have questions or comments about your privacy rights, you may email us at thore.kohl@kcl.ac.uk.

7. DO WE MAKE UPDATES TO THIS NOTICE?

We may update this privacy notice from time to time. The updated version will be indicated by an updated 'Revised' date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.

8. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?

If you have questions or comments about this notice, you may email Thore Kohl at thore.kohl@kcl.ac.uk.