

# **Privacy Policy**

Effective date: 29.01.2020.

The University of Belgrade, META Group and the University of Liège ("us", "we", or "our") operates the <http://bossplatform.rect.bg.ac.rs> web platform (the "Service")

This page informs you of our policies regarding the collection, use, and disclosure of personal data when you use our Service (as defined below) and the choices you have associated with that data. We use your data to provide and improve the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible [here](#).

## **Definitions**

- **Service**  
Service is the <http://bossplatform.rect.bg.ac.rs> web platform operated by the University of Belgrade, Meta group and the University of Liège
- **Personal Data**  
Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).
- **Usage Data**  
Usage Data is data collected automatically either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **Service Providers**  
Service Provider(s) means any natural or legal person who processes the data on behalf of us. We may use the services of various Service Providers in order to process your data more effectively.
- **Data Subject (or User)**  
Data Subject is any living individual who is using our Service and is the subject of Personal Data.

## **Information Collection and Use**

We collect several different types of information for various purposes to provide and improve our Service to you.

## **Types of Data Collected**

### ***Personal Data***

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number (optional)
- Name of the institution
- Cookies and Usage Data (for website statistical analysis)

In event that you agree to subscribe to our newsletters and/or to receive marketing or promotional materials, we may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send or by contacting us.

### ***Usage Data***

We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, geolocation, unique device identifiers and other diagnostic data.

### ***Tracking Cookies Data***

We use cookies and similar tracking technologies to track the activity on our Service and hold certain information.

Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information and to improve and analyze our Service.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

Examples of Cookies we use:

- **Session Cookies.** We use Session Cookies to operate our Service.
- **Preference Cookies.** We use Preference Cookies to remember your preferences and various settings.
- **Security Cookies.** We use Security Cookies for security purposes.

### **Use of Data**

The University of Belgrade, META Group and the University of Liège uses the collected data for various purposes:

- To allow you to subscribe to our newsletter
- To notify you about changes to our Service
- To monitor the usage of our Service
- To customize training and service delivery
- To monitor user experience and feedback on Service performance
- To provide analytics and statistics of Service

## **Legal Basis for Processing Personal Data Under General Data Protection Regulation (GDPR)**

If you are from the European Economic Area (EEA), The University of Belgrade, META Group and the University of Liège legal basis for collecting and using the personal information described in this Privacy Policy depends on the Personal Data we collect and the specific context in which we collect it.

The University of Belgrade, META Group and the University of Liège may process your Personal Data because:

- We need to perform a contract with you
- You have given us permission to do so
- The processing is in our legitimate interests and it's not overridden by your rights
- To comply with the law

## **Retention of Data**

The University of Belgrade, META Group and the University of Liège will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

The University of Belgrade, META Group and the University of Liège will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer time periods.

## **Transfer of Data**

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside European Union and choose to provide information to us, please note that we transfer the data, including Personal Data, to European Union and Serbia and process it there. As Serbia is not yet recognized by EU Commission as the country that provides adequate level of data protection, all data transfers of Personal Data from EEA to Serbia (and other countries outside EEA) are conducted in the manner that appropriate safeguards are provided, and enforceable data subject rights and effective legal remedies are available.

The University of Belgrade, META Group and the University of Liège will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information.

## **Disclosure of Data**

### ***Disclosure for Law Enforcement***

Under certain circumstances, The University of Belgrade, META Group and the University of Liège may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

### ***Legal Requirements***

The University of Belgrade, META Group and the University of Liège may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of The University of Belgrade, META Group and the University of Liège
- To prevent or investigate possible wrongdoing in connection with the Service
- To protect the personal safety of users of the Service or the public
- To protect against legal liability

### ***Security of Data***

The security of your data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

### ***Your Data Protection Rights Under General Data Protection Regulation (GDPR)***

If you are a resident of the European Economic Area (EEA) or if your data is processed in the EU, you have certain data protection rights under GDPR. The University of Belgrade, META Group and the University of Liège aim to take reasonable steps to allow you to correct, amend, delete, or limit the use of your Personal Data. Your Personal Data is always processed in compliance with applicable law.

If you wish to be informed what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the following data protection rights:

- **The right to access, update or delete the information we have on you.** Whenever made possible, you can access, update or request deletion of your Personal Data directly within your account settings section. If you are unable to perform these actions yourself, please contact us to assist you.
- **The right of rectification.** You have the right to have your information rectified if that information is inaccurate or incomplete.
- **The right to object.** You have the right to object to our processing of your Personal Data.
- **The right of restriction.** You have the right to request that we restrict the processing of your personal information.
- **The right to data portability.** You have the right to be provided with a copy of the information we have on you in a structured, machine-readable and commonly used format.
- **The right to withdraw consent.** You also have the right to withdraw your consent at any time where The University of Belgrade, META Group and the University of Liège relied on your consent to process your personal information.

Please note that we may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

### ***Service Providers***

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), to provide the Service on our behalf, to perform Service-related services or to assist us in analyzing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

### ***Analytics***

If you allow the use of your data for analytic purposes, we may use third-party Service Providers to monitor and analyze the use of our Service.

- **Google Analytics**

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy Terms web page: <http://www.google.com/intl/en/policies/privacy/>.

### ***Links to Other Sites***

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

### ***Embedded content***

Our Service may include embedded content (e.g. images, videos, articles, etc.) from third-party websites (such as YouTube, Vimeo, Google Web Fonts, SoundCloud, etc.). Accessing to this embedded content makes the same effect as you are accessing third-party websites from which embedded content is provided. These third-party websites, therefore, may collect certain information about you in accordance with their own privacy policy. Please note that if you have an account on such third-party website and you are logged-in while accessing embedded content, such accessing will be attributed to your account. For example, interactions that you may make with embedded content will be traced by third-party website and the same may influence the user experience that you will have on such website.

### ***Children's Privacy***

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from anyone under the age of 18. If you are a parent or guardian and you are aware that your Children has provided us with Personal Data, please contact us. If we become aware that we have collected Personal Data from children without verification of parental consent, we take steps to remove that information from our servers.

### ***Changes to This Privacy Policy***

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Service, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy. You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

### **Contact Us**

If you have any questions about this Privacy Policy, please contact us:

- By visiting this page on our website: <https://bossplatform.rect.bg.ac.rs/Account/Contact>
- By contacting our data protection officers:
  - Pierre-François Pirlet  
Délégué à la protection des données / Data Protection Officer  
Université de Liège  
boulevard de Colonster, 2 – Bât. B9  
4000 Liège, Belgium  
Email: [dpo@uliege.be](mailto:dpo@uliege.be)
  - Luigi Amati  
CEO and legal representative  
META Group  
Via Francesco Mancini, 23,  
05100 Terni, Italy  
Email: [luigi.amati@meta-group.com](mailto:luigi.amati@meta-group.com)
  - Nedeljko Milosavljević  
Director of Center for Technology Transfer  
University of Belgrade  
Studentski trg 1  
11000 Belgrade, Serbia  
Email: [nedeljko.milosavljevic@rect.bg.ac.rs](mailto:nedeljko.milosavljevic@rect.bg.ac.rs)

# **Terms and Conditions**

Please read these Terms and Conditions ("Terms", "Terms and Conditions") carefully before using the <http://bossplatform.rect.bg.ac.rs> web platform (the "Service") operated by The University of Belgrade, META Group and the University of Liège ("us", "we", or "our").

Your access to and use of the Service is conditioned on your acceptance of and compliance with these Terms. These Terms apply to all visitors, users and others who access or use the Service. By accessing or using the Service you agree to be bound by these Terms. More precisely, you agree to these Terms by (a) sign up for an account; (b) using Services in any other manner; (c) accessing Services or using the same in any manner and/or (d) acknowledging agreement with these Terms. If you disagree with any part of these Terms then you may not access the Service.

## **Your Obligations and Conduct**

In consideration of Your use of Service, you agree: (a) to conduct in accordance with these Terms; (b) not to reproduce, copy or misuse any content or information available in Service if you do not have our permission; (c) not to sell, resell, rent or lease any content or information available in Service if you do not have our permission (d) to provide accurate, current, and complete information about you as may be required by a registration form ("Registration Data"); (e) to maintain the security of your password and identification; (f) to maintain and promptly update the Registration Data, and any information you provide to Service, to keep it accurate, current and complete; (g) to accept all risks of unauthorized access to information and Registration Data. you have sole responsibility for adequate protection and backup of data and/or equipment used in connection with Service.

You are entirely responsible for all content that you may upload, post or otherwise transmit via Service. You agree not to upload, post or otherwise transmit via Service content that: (a) is inaccurate, harmful, obscene, pornographic, defamatory, racist, violent, offensive, harassing, or otherwise objectionable to us or other users of the Service; (b) includes unauthorized disclosure of personal information; (c) violates or infringes anyone's intellectual property rights; or (d) contains files or programs designed to interrupt, destroy or limit the functionality of Service or any content thereof. We reserve the right to edit or remove content that violates these Terms or that contains third-party commercial advertisements.

You agree that you will not use Service to: (a) store or transmit any malicious or harmful codes or content; (b) reverse engineer Services or content thereof; (c) transmit spam, bulk or unsolicited communications; (d) pretend to be University of Belgrade, Meta group and the University of Liège or any other natural or legal person, or spoof our identity or identity of any other natural or legal person; (e) forge headers or otherwise manipulate identifiers (including URLs) in order to disguise the origin of any content transmitted through Service; (f) misrepresent your affiliation with any person or entity; (g) disrupt the normal flow of dialogue or otherwise act in a manner that negatively affects other users' ability to use Service; (h) engage in activities that would violate any fiduciary relationship, any applicable national or international law, or any regulations having the force of law, including but not limited to attempting to compromise the security of any networked account or site, operating an illegal

lottery or gambling operation, stalking, or making threats of harm; or (i) collect or store personal data about other users unless specifically authorized by such users.

## **Intellectual Property**

The Service and its original content (excluding Content provided by users), features and functionality are and will remain the exclusive property of the University of Belgrade, META Group and the University of Liège and their licensors. The Service is protected by copyright, trademark, and other laws of both the European Union and foreign countries. Our trademarks and trade dress may not be used in connection with any product or service without the prior written consent of the University of Belgrade, META Group and the University of Liège.

## **Content Submitted Through Service**

We do not claim ownership of the content you place through Service and shall have no obligation of any kind with respect to such content. University of Belgrade, META Group and the University of Liège do not have access to the content you have generated using the Service and in event that any portion of such content becomes available to University of Belgrade, META Group and the University of Liège, the same will be treated as confidential. You acknowledge that such content may be processed by third-parties such as information society services providers when necessary for performance of Service. You represent and warrant that you have proper authorization for the worldwide transfer and processing via Service of any information or content that you may provide within the Service.

## **Privacy**

Our Privacy policy is [here](#).

## **Links to Other Web Sites**

Our Service may contain links to third-party web sites or services that are not owned or controlled by The University of Belgrade, META Group and the University of Liège.

The University of Belgrade, META Group and the University of Liège have no control over, and assumes no responsibility for, the content, privacy policies, or practices of any third party web sites or services. You further acknowledge and agree that The University of Belgrade, META Group and the University of Liège shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such web sites or services.

We strongly advise you to read the terms and conditions and privacy policies of any third-party web sites or services that you visit.

## **Limitation of Liability**

In no event shall The University of Belgrade, META Group and the University of Liège, nor their directors, employees, partners, agents, suppliers, or affiliates, be liable for any indirect, incidental, special, consequential or punitive damages, including without limitation, loss of profits, data, use, goodwill, or other intangible losses, resulting from (i) your access to or use of or inability to access or use the Service; (ii) any conduct or content of any third party on the Service; (iii) any content obtained from the Service; and (iv) unauthorized access, use or alteration of your transmissions or content, whether based on warranty, contract, tort (including negligence) or any other legal theory, whether or not we have been informed of the possibility of such damage, and even if a remedy set forth herein is found to have failed of its essential purpose.

## **Disclaimer**

Your use of the Service is at your sole risk. The Service is provided on an "AS IS" and "AS AVAILABLE" basis. The Service is provided without warranties of any kind, whether expressed or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, non-infringement or course of performance.

The University of Belgrade, META Group and the University of Liège their subsidiaries, affiliates, and its licensors do not warrant that a) the Service will function uninterrupted, secure or available at any particular time or location; b) any errors or defects will be corrected; c) the Service is free of viruses or other harmful components; or d) the results of using the Service will meet your requirements.

You assume all risk for any damage to your computer system or loss of data that results from obtaining without limitation any content, service or information from the Service, including any damages resulting from computer viruses and hacker attacks.

## **Governing Law**

These Terms shall be governed and construed in accordance with the laws of Belgium without regard to its conflict of law provisions. For any dispute arising out or in connection with these terms courts of Belgium shall have exclusive jurisdiction.

Our failure to enforce any right or provision of these Terms will not be considered a waiver of those rights. If any provision of these Terms is held to be invalid or unenforceable by a court, the remaining provisions of these Terms will remain in effect. These Terms constitute the entire agreement between us regarding our Service, and supersede and replace any prior agreements we might have between us regarding the Service.

## Changes

We reserve the right, at our sole discretion, to modify or replace these Terms at any time. If a revision is material, we will try to provide at least 30 days' notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion.

By continuing to access or use our Service after those revisions become effective, you agree to be bound by the revised terms. If you do not agree to the new terms, please stop using the Service.

## Contact Us

If you have any questions about these Terms, please contact us:

- By visiting this page on our website: <https://bossplatform.rect.bg.ac.rs/Account/Contact>
- By contacting our data protection officers:
  - Pierre-François Pirlet  
Délégué à la protection des données / Data Protection Officer  
Université de Liège  
boulevard de Colonster, 2 – Bât. B9  
4000 Liège, Belgium  
Email: [dpo@uliege.be](mailto:dpo@uliege.be)
  - Luigi Amati  
CEO and legal representative  
META Group  
Via Francesco Mancini, 23,  
05100 Terni, Italy  
Email: [luigi.amati@meta-group.com](mailto:luigi.amati@meta-group.com)
  - Nedeljko Milosavljević  
Director of Center for Technology Transfer  
University of Belgrade  
Studentski trg 1  
11000 Belgrade, Serbia  
Email: [nedeljko.milosavljevic@rect.bg.ac.rs](mailto:nedeljko.milosavljevic@rect.bg.ac.rs)