Privacy protection/data security

Safety is something that URKUND takes very seriously. It is very important that our 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.

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. Student (or better to call it "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 an effect depending on the university settings:

**Setting 1:** Exempted sources are never shown, within or outside the university.

**Setting 2:** Exempted sources are only shown within the university. If someone tries to re-use a previously submitted (and exempted) document, it will be shown anyway, if submitted to someone within the university. If submitted to someone outside the university, it will not generate a match.

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.

Documents that are exempted by default (see above) or are not exempted will be used for future plagiarism checks for all URKUND customers.

The submitters always have the choice of returning the document to the index. Due to this, there might be a significant number of documents in the archive that we have permission from the submitter to search, even after an eventual cancellation of the agreement. This is why we reserve the right to search these documents three years after an eventual cancellation of the agreement. Should there be only exempted documents in the index there would of course be no reason for us to keep them.

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 flag for this.

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 a report to be deleted, this will be done immediately. Otherwise, it will automatically be deleted when it reaches an age of 25 months.

Excerpt from the URKUND Terms and conditions

6. Copyright
Copyright shall be respected in accordance applicable law. The customer shall only use Urkund's antiplagiarism services in the way prescribed by Urkund, to prevent and control plagiarism. Urkund has the right to archive the material that has been made available to Urkund through the Customers use of Urkund's anti-plagiarism services. Urkund has the right to use the material as part of Urkund's anti-plagiarism service and to make it available to the Customer in digital form. 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 Urkund's anti-plagiarism services. Execution of this right will result in the material being analysed and archived but it will not be searchable through Urkund's search engine outside the institution from which the material origin.

7. Stored material
Material that has been sent to Urkund through the Customers use of Urkund's antiplagiarism service will be stored with Urkund. Urkund has the right for the following three years after termination of this agreement to archive the material that has been made available to Urkund through the Customers use of Urkund's anti-plagiarism services. Urkund has the right to use the said material as part of Urkund's anti-plagiarism service. Under no circumstances will 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.

8. Protection of the Customer integrity
Urkund does not have the right to, 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 of similarities against Urkund's sources in the material submitted by a specific customer.

Please contact URKUND support for any questions you might have regarding how the privacy protection/data security is executed in URKUND.

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