Cookie Policy

What is a Cookie?

ISPUP uses cookies on its website. Cookies are small text files that are stored on your device via your web browser when you visit a website. These files have various purposes: the strictly necessary cookies ensure the website and certain functionalities are working correctly, while others collect information for statistical purposes and performance evaluation.

Types of cookies

The cookies are classified according to their purpose as follows:

Strictly necessary cookies are cookies that are vital to provide basic website functionality.

Functionality cookies allow websites to retain the preferences and choices that the user has made on the website, such as language and resolution.

Statistical analysis cookies are used directly by the entity managing the website to collect aggregate information about user activity on the website (e.g. pages viewed, country of origin). This information is collected anonymously and for statistical purposes only.

Performance cookies - these are also used to collect data on how users use the website, for example, which pages are visited most frequently or data regarding the occurrence of error messages on web pages. This data is collected anonymously and is only used to improve the functionality of the website.

Furthermore, a distinction can be made between **first party cookies**, which are set by the website being visited (only that website can read them), and cookies placed by external service providers in order to analyse people's activity on their websites (**third party cookies**).

Finally, under another categorisation, **session cookies**, which are automatically deleted when the user closes their browser, differ from **persistent cookies**, which are stored on your device and are not automatically deleted when you close your browser.

Cookies on the ISPUP website

The ISPUP website uses cookies. Strictly necessary cookies are used to ensure users navigate the website more efficiently and basic functionalities work correctly. These cookies are necessary for the functionality and security of our website and, as a rule, no information is collected for tracking purposes or monitoring user behaviour.

In addition to cookies which are strictly necessary for the operation of our website, statistical analysis cookies may be downloaded to your computer by the Matomo statistical analysis tool, but only with your expressed consent in the website cookie banner. These cookies will only be used for statistical purposes, which will enable web page view count and user browsing experience evaluation. The Matomo tool takes care of the protection of personal data by anonymizing the IP address of our website users, for example.

Through Matomo's cookies used on this website, we collect the following information that allows for the elaboration of reports with aggregated and anonymous data of user activity:

- Anonymised IP address
- Number of visits to the site and unique visits
- Average duration of visit to the website
- Actions (page views, downloads, outgoing links and internal site searches) per visit
- Page views and unique page views
- Total site searches and unique keywords (search)
- Bounce visits (who left the site after a page)
- Average rendering time of a page
- Location of users (by continent, country, region and city, browser language)
- Language/Language
- Type of device used, model and screen resolution
- Operating system versions, browsers, browser configurations and engines
- List of plugins
- Date and time of visits
- Address/URL of pages visited
- Titles of pages visited
- Outgoing links (to external domains)
- Previous link (link/URL that referred you to the site's page)
- Social networks from which you got traffic to the site
- Sites that generated traffic to the ISPUP website
- Keywords generating traffic to the ISPUP website
- Campaigns (e.g. newsletters) that generated traffic to the ISPUP website

Consent for statistical analysis cookies

By default, ISPUP does not collect information about user navigation. If you wish, you can provide information about your experience as a user of our website. You can give your consent for the production of anonymous statistics through the cookies banner. Your choice will be recorded in a cookie named "edp_cookie_agree", which will be stored in your device. Only after your consent for statistical analysis cookies will these be downloaded to your device.

You may at any time withdraw your consent to the use of statistical analysis cookies for the above-mentioned purposes.

The "edp_cookie_agree" cookie has a 6 month validity, after which a banner to renew your consent will be triggered again.

Do you wish to give consent or withdraw consent for statistical analysis cookies:

Accept	Decline

Cookie management

Users can manage their cookies through the web browser settings that allow them to be blocked or deleted. To do this, please consult the "Help" menu of your browser to find out how to change or deactivate cookies. The deactivation of strictly necessary cookies may substantially affect the user experience while browsing our website, preventing certain functionalities from working correctly.

For more information on how to manage cookies and the referred settings we recommend consulting the website http://www.allaboutcookies.org/.

Do Not Track Functionality

The Do Not Track functionality prevents the tracking of website users. This feature is available in several web browsers, such as:

- Firefox
- Internet Explorer
- Chrome
- Safari
- Opera

Restricted Access to Information

All communication of analytical data is encrypted via HTTPS protocol. The analytical reports generated by our system can only be accessed by authorised personnel or duly authorised external subcontractors, who may be asked to analyse, develop and/or regularly maintain the website.

Social network cookies

ISPUP is active on social media, namely on Twitter, YouTube, LinkedIn, Facebook, Instagram, Issuu and ResearchGate. Our presence on these platforms and communities strengthens our online position and visibility.

The ISPUP website does not set cookies when displaying links to social media channels/pages while browsing our website.

You can also view ISPUP videos that we upload (embedded) on our YouTube channel. You can also follow links from our website to our Twitter and LinkedIn.

To watch videos on our website, a message will alert you that you need to accept YouTube cookies to do so. YouTube has its own cookie and privacy policy, over which we have no control. No YouTube cookies are installed until you consent to their use. You will subsequently be redirected to the YouTube website.

Retention period

User access logs are automatically deleted after 12 months. Anonymous, aggregated data is stored for an indefinite period solely for analysis purposes.

Contact information

For any questions or queries about cookies, please contact us at secretaria@ispup.up.pt.

You can also contact our Data Protection Officer at dpo@ispup.up.pt.