{Name} Repository Policies

The Institutional Repository's Policies cover the following areas:

1. Access to and Reuse of Knowledge
2. Personal Data
3. Fair Terms of Use (ToS)

# Access to and Reuse of Knowledge Policy

Consistent with its core mission to enrich and expand the Commons, the Institution is committed in using in all its Web Sites Free/ Open Technologies/ Source Code/ Data and Standards and to offer the entirety of tis content (including both data and metadata) with licences that follow the Open Data and Free Cultural Works Definitions through Free/ Open Web Services.

This means that all the layers of the service stack that are offered through the Institution's web-sites follow common principles of Open/ Free use and re-use. More specifically, where no third parties rights subsist:

**(a)** Free/ Open standards are used

**(b)** Free/ Open formats are used

**(c)** Free/ Open Source Software is used

**(d)** All Institution's web-sites are open access web sites

**(e)** All content made available conform to the [Free Cultural Works Definition](http://freedomdefined.org/Definition)

**(f)** All data made available conform to the [Open Data Definition](http://opendefinition.org/)

**(g)** All services offered through the Institution's web-sites conform to the [Open Service Definition](http://opendefinition.org/software-service/)

# Personal Data Policy

The Institution does not collect any personal data through its web-sites unless this is necessary for offering the optimum service level to the end user. In any case, all personal data processing:

* Is in accordance to the Law
* It is for specific purposes and for a duration that are made known to the data subject in advance
* It is done only with the consent of the data subject or in accordance to the Law

In addition:

* The data subject maintains her right to access her personal data and know the types of processing in accordance to the Law
* The Institution does not share personal data with third parties, nor does it have any commercial gain from their use

# Fair Terms of Use Policy

The Institution is committed to openness and transparency and aims at protecting the interests of the end user. It will only use fair terms and notify the end user for any change of the terms of use of its web-sites and services.