

## Regulation on the Web hosting service

**This document is provided strictly for information purposes. As such, it has no legal value and should not be construed as legally binding. Only the original regulation in the Portuguese language is authentic.**

The mission of the Universidade do Porto Digital (UPdigital) is to create, provide and manage Information and Communication Technology (ICT) infrastructures and services at the University of Porto, abbreviated as U.Porto, as well as to encourage the development and use of innovative services.

This Regulation aims to define guidelines regarding access to U.Porto's web hosting services.

Article 3(2) of the Foundation Statutes attached in Decree-Law no. 96/2009 of 27 April foresees that the Institution elaborates all norms and carries out all actions necessary for its regular functioning, including authoritative unilateral acts in the domain of its duties, norms, and public law acts.

The option between creating operating standards and public law norms should consider the respective foundation, subject and intended users.

This Regulation acts as a set of operating guidelines intended for users such as teaching staff, research staff and non-teaching staff at U.Porto, generally referred to as individual users, who benefit from the IT services provided to work at U.Porto.

The Management Board of the University of Porto, after consulting with the Council of Deans, according to paragraph b) of Article 46(2) of the Statutes of the University of Porto, approved by Normative Order no. 8/2015, published in the Official Journal of the Portuguese Republic, Series 2, No. 100 of 25 May in its current form, based on the generic competence foreseen in Article 40, no. 1, of the same Statutes, in conjunction with Article 3(2) of the Foundation Statutes, approved in an attachment to Decree-Law no. 96/2009 of 27 April, adopts the following regulations:

### **Chapter I General Provisions**

#### **Article 1º Scope and purpose**

1. This Regulation defines the norms that regulate the access to the web hosting service intended for the community of the University of Porto, hereafter referred to as U.Porto, using the infrastructures managed by UPdigital.
2. For the purposes of the preceding paragraph, the community comprises teaching staff, research staff and non-teaching staff, generally referred to as "individual users".
3. To this end, "scholarship holders" are equivalent to research staff.
4. This Regulation also applies to external collaborators who have a temporary connection to U.Porto. They are given access to the service as long as they are active in their collaboration and registration in the information system.

## Article 2º

### Characterisation of the service

1. U.Porto's web hosting service is solely and exclusively intended to fulfil the web hosting needs of the constituent bodies (EC), in the context of activities related to education, scientific research, innovation or social service developed by the entities themselves, in compliance with U.Porto's mission. They should request UPdigital for an infrastructure to host other websites not covered by the respective institutional portals, such as websites for conferences, events, colloquiums or projects.
2. This service is not intended to host personal pages.
3. The service provided only includes website hosting. It excludes the actual development of the website.
4. The storage space provided is described in UPdigital's portal.
5. Hosting is enabled in the Linux operating system, with WordPress, PHP language and MariaDB database technologies. The tool provided for statistics regarding website access is Piwik.
6. Other technologies need to be validated by UPdigital. They are provided under the Regulation on the virtual machine service, considering 1 CPU and 4 GB de RAM as minimum resources.
7. The website can be kept for up to four years. Successive renewals are accepted for periods of the same maximum duration upon request according to Article 10 of this Regulation.
8. UPdigital reserves the right not to accept certain domains and/or names and provides a justification for that decision.

## Article 3º

### Institutional use policy

1. Any use of U.Porto's IT resources should respect the provisions in this Regulation, U.Porto's acceptable use policy for technological infrastructures<sup>1</sup> and current legislation, namely the content regarding domain registration, safety in cyberspace, computer crime, digital services and personal data protection.
2. The use of U.Porto's IT resources should also respect the rules established in the conditions of use of the Science, Technology and Society Network (RCTS), published on the institutional Internet site of the Foundation for National Scientific Computing (FCCN).
3. Activities and practices which may cause damage to third parties or U.Porto are strictly forbidden, namely:
  - a. Activities which may constitute an illegal or criminal act, in general;
  - b. Disrespecting the physical and moral integrity of U.Porto's community members or the general public by practising acts which promote discrimination based on gender or sexual orientation, harassment, xenophobia, terrorism, defamation or other acts which can be considered illegal or offensive;
  - c. Carrying out activities of a private nature not related to U.Porto's activities;
  - d. The creation, transmission or access to content disregarding intellectual property rights, copyright and trademark.

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<sup>1</sup> Described in [https://sigarra.up.pt/up/pt/web\\_base.gera\\_pagina?p\\_pagina=POLITICA-UTILIZACAO-ACEITAVEL](https://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=POLITICA-UTILIZACAO-ACEITAVEL)

- e. Obtaining or trying to obtain unauthorised access to technological systems or infrastructures;
  - f. Other situations which may interfere with the safety of resources and their responsible use.
4. It is forbidden to provide third parties with data by any means, namely by selling information, personal data, or any other type of element or documentation accessible to individual users through their use of U.Porto's IT Resources.
5. Notwithstanding the preceding paragraph, access to this data may be granted to comply with legal obligations. Also, access may be given to third parties, subject to previous and explicit authorisation, namely in scientific-academic collaborations with institutions in the educational system, science, technology and culture.
6. Each individual user should take the necessary measures to maintain information security according to the applicable level and profile in order to avoid any forbidden activity and prevent unauthorised access to confidential and secret information such as personal, organisational, strategic, industrial property, intellectual and research data, among others.

## **Chapter II** **Access to the hosting service**

### **Article 4º** **Requesting access to the general web hosting service**

1. Hosting requests for new websites are carried out by individual users, who will be in charge of the website, as described in the following paragraphs.
2. Requests are exclusively carried out by electronic means through the completion and submission of a form, which should include:
  - a. The intended complete web address (see restrictions in Articles 5, 6 and 7);
  - b. The description of the website's purpose and which U.Porto constituent bodies are involved;
  - c. Name and email of the technician in charge of website development, which may not be the individual user;
  - d. Intended start and end dates;
  - e. The requested hosting type;
  - f. If applicable, the decision of the Data Protection Officer at U.Porto regarding the compliance of the website's data processing with current legislation on data protection.

### **Article 5º** **Web address at up.pt**

For transversal websites that involve more than one EC, the requested web address may be on a up.pt subdomain in <https://nome.up.pt/>, where *nome* will be the name of the new website.

### **Article 6º** **Web address at EC.up.pt**

1. UPdigital may only provide websites on EC.up.pt web addresses managed by UPdigital.

2. When more than one EC is responsible for the website, the requested web address will be on a EC.up.pt subdomain in <https://nome.EC.up.pt/>, where *nome* will be the name of the new website.
3. These requests require prior authorisation from the director of the associated Organisational Unit or Autonomous Service.

#### **Article 7º**

##### **Web address in external domains**

1. The requested web address may be on a domain that is external to up.pt with content hosted in U.Porto's infrastructures.
2. The registration and cost of the external domain are assigned to the person in charge of the website.
3. The DNS service may be requested for external domain resolution, and it should be indicated in the service access request.

#### **Article 8º**

##### **Responsibilities**

1. The responsibilities defined in this article are only referring to the technologies indicated in paragraph 5 of Article 2. When virtual machines are provided, the responsibilities are the ones defined in the Regulation on the virtual machine service.
2. UPdigital is responsible for the installation and upgrading of operating systems and software for web service provision.
3. The individual user in charge of the website is responsible for:
  - a. Ensuring that the website is developed and maintained with software<sup>2</sup> versions currently supported and with all security updates installed.
  - b. Ensuring the installation of necessary updates for the website's operation and maintenance each time UPdigital's infrastructure updates affect its operation.
  - c. The licencing and cost of WordPress themes or plug-ins.
  - d. Hiring support and/or development for website updates in case the person in charge is not able to carry out any of the points mentioned above.
  - e. Managing website content.
4. The website may be disabled if the software components added by the individual user (in other words, not managed by UPdigital) do not contain current security updates.
5. UPdigital is limited to providing the services in question, and it is not responsible for information content or any data made available and/or received through the network.
6. According to Decree-Law no. 7/2004 of January 7, in its current form, UPdigital is not responsible for monitoring the information transmitted and/or stored by the website.

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<sup>2</sup> The term "software" refers to a code developed specifically for the website; software that was acquired for specific website features or presentation (for example: plug-ins or themes).

#### **Article 9º**

##### **Access to the Web hosting service**

1. Content will be managed using an SFTP connection, with credentials provided by UPdigital, and it can only be accessed from U.Porto's internal networks.
2. The management of the MariaDB database can be done using Web PhpMyAdmin, with the credentials provided for that purpose, and only from U.Porto's internal networks.
3. Website statistics are accessed using a Web address to be indicated and specific credentials through Piwik.

#### **Article 10**

##### **Alterations to the web hosting service request**

1. Alterations to the web hosting service should be sent to UPdigital by the person in charge of the website, exclusively by electronic means, by sending an email to [helpdesk@uporto.pt](mailto:helpdesk@uporto.pt).
2. To renovate the period initially stated, the person in charge of the website should send a request at least 15 business days in advance of the expected end date.

#### **Chapter III**

##### **Final provisions**

#### **Article 11**

##### **Processing of personal data**

1. Personal data of officials in charge of domain name management will be processed according to Article 29 of the Registration Rules of .pt, available at [https://documentos.pt.pt/Regras\\_registro/PT\\_regras\\_registro.html](https://documentos.pt.pt/Regras_registro/PT_regras_registro.html).
2. Websites should have a personal data protection policy with information directed towards their visitors about personal data processing, the purpose of the processing, the identification of the person in charge of processing, and the visitor's rights, among others.
3. Websites should also have a cookie policy in case this mechanism is used.

#### **Article 12**

##### **Interpretation, doubts and omissions**

1. Doubts and omissions resulting from the interpretation and application of this Regulation are resolved by the Management Board of U.Porto.
2. Interpretation and integration of legal loopholes in this Regulation, namely omissions, will be done according to the General Law and general legal principles.

#### **Article 13**

##### **Announcement, entry into force and amendments**

1. This Regulation will be announced in U.Porto's information system and will enter into force on that date.
2. This Regulation may be amended at any time, for instance, when the applicable legislation and regulation is altered, given U.Porto's technological advances and risk profile.