Legal conditions

1. General information

The Universitat de València makes available through its website software.uv.es the possibility of downloading the licensed Microsoft Office 365 program. If you request the license note that the entity responsible for the license is Microsoft Ireland Operations Limited, being your contact information the following:

- Name: Microsoft Ireland Operations Limited
- Address: The Atrium Building, Block B, Carmenhall Road, Sandyford Industrial Estate, Dublin 18, Ireland.

2. Recipients

Any person who has an active link with the Universitat de València can apply for a Microsoft Office 365 license. The person requesting the license accepts these instructions as well as the following privacy policies and terms and conditions of use:

- Microsoft terms and conditions linked to the license that can be viewed at:
- Terms and conditions of the University of Valencia:
  - Terms and conditions of use of the portal, available at: software.uv.es
  - Privacy policy of the Universitat de València, available at https://software.uv.es/qa/o365/legal.php
- Rules for the use of computing resources of the University of Valencia: http://links.uv.es/7kRuj9P

3. Duration of the license

The MS Office 365 product license has an indefinite nature, the only requirement being the existence of an active link with the Universitat de València.

4. Application for the license

The process of obtaining the license is as follows:

- The user must access the software platform of the Universitat de València software.uv.es. where an icon of access to the MS Office 365 product license will be available at the top; The link will give access to a page of information related to the conditions that the user accepts and the way to access the license and download the product.
- After reading the information and accepting the conditions of the license, the user must identify himself with his username and password of the Universitat de València. Please note that if you are already validated on the software.uv.es page, you may not be asked to identify yourself again.
- Identified the user, this one will have to configure his password of access to the portal of Microsoft for the download of the application.
- Configured password will redirect the user to the Microsoft portal.
- If you require a change to your password, you can do it by following the method that Microsoft has at your moment in your page, since the University does not have access to this procedure beyond the user's initial registration.

5. Enabling personal storage space OneDrive

Access to the service includes the activation of a personal space for the storage of files in the cloud (Microsoft OneDrive). The direct responsibility for this storage space corresponds to the company Microsoft Ireland Operations Limited. The user agrees to use this space on a strictly personal level and recognizes that the Universitat de València is not responsible for the files managed by him through said service.

In any case, the Universitat remembers that, in accordance with the Regulation of seguretat of the information in the utilizació de mitjans electronics of the Universitat de València (CG 22-XII-2014), «it is prohibited to lodge confidential or restricted information of the Universitat de València through services in the "cloud" not offered by the institution itself, particularly when dealing with personal data ». For this reason, it is expressly forbidden to use Microsoft OneDrive to store proprietary information of the Universitat de València.

6. Data Protection

Applicants for the license of the Microsoft Office 365 application declare to know and accept that their request requires the transfer of their data (email and active link with the Universitat de València) to the Microsoft Ireland Operations Limited entity for the following purposes:

- Grant and management of the license of the application requested.
- Periodic verification that there is an active link between the user and the University of Valencia.
- Management of incidents related to the use of the application

Any additional information provided by users directly on Microsoft's pages and forms is the direct responsibility of Microsoft Ireland Operations Limited.

In accordance with the provisions of Organic Law 15/1999, of December 13, on the protection of personal data, the user may at any time exercise their rights of access, rectification, cancellation or opposition, as well as revoke the authorizations granted in this document. The request will be addressed to: Servei d'Informàtica - Data Protection (Universitat de València). C / Amadeo de Saboya 4. 46010 Valencia. lopd@uv.es (It is recommended that you indicate in your request "Microsoft Office 365").