ELEMENTS @ IU

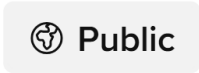## Activity Privacy and Relationships

There are three privacy levels available within Elements @ IU. The levels are:
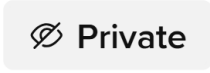
Public   🌐 Public

Data marked as public may be shared publicly, such as on future web profiles.

Internal   🏢 Internal

Data marked as internal will be visible to other users of Elements @ IU but not be displayed publicly.

Private   ⊘ Private

Data marked as private will be hidden from most users of Elements @ IU, but will still be available to certain privileged users, which may include your co-authors and other collaborators, your delegates, and various types of research administrator.

These three privacy levels can be used in different combinations across Elements @ IU to allow you to configure how your data.

Manual Activity

When manually entering an activity, the privacy settings are at the top of the page. The first section shows the system-wide privacy allowance for the activity; almost all activities are configured to allow for public display. The second section allows users to choose the privacy level of the activity for themselves. You can choose to leave an item public, or to lock it down all the way to private.

Relationship Setting

Along-side the privacy settings, you will be prompted on Scholarly & Creative Works and Grants & Contracts to select a relationship to the activity. The relationship types are pre-set by the system and are not able to be changed or configured to specific activities. IU is not prescribing different values to the various relationship types. A relationship type must be selected to save an activity and you should pick the most appropriate option for your situation and contribution.

Scholarly & Creative Works Privacy and Relationship Settings

Scholarly & creative work privacy

PRIVATE   INTERNAL   PUBLIC ✓

This scholarly & creative work may be displayed publicly by IU.

✱ What is your relationship with this article?

☐ Author of   ☐ Editor of

☐ Translator of   ☐ Contributor to

Relationship privacy

PRIVATE   INTERNAL   PUBLIC ✓

This scholarly & creative work and its relationship to you may be displayed publicly by IU.

Grants & Contracts Privacy and Relationship Settings

Grant & contract privacy

PRIVATE   INTERNAL ✓   PUBLIC

This grant & contract will be visible to other users of Elements @ IU but should not be displayed publicly.

✱ What is your relationship with this grant?

☐ Funded by   ☐ Personnel on

☐ Principal investigator of   ☐ Co-principal investigator of
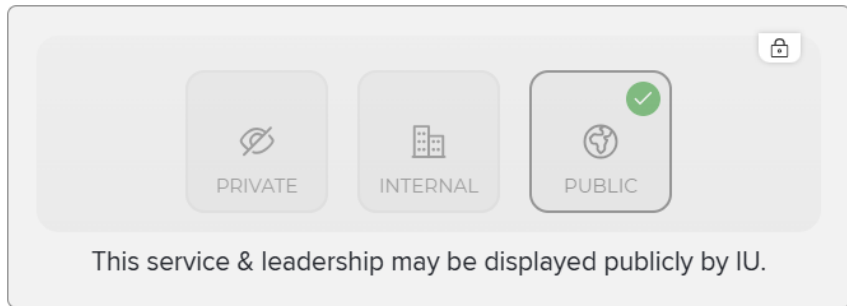
☐ Consultant on   ☐ Mentor of

Relationship privacy

PRIVATE   INTERNAL ✓   PUBLIC

This grant & contract and its relationship to you will be visible to other users of Elements @ IU but should not be displayed publicly.
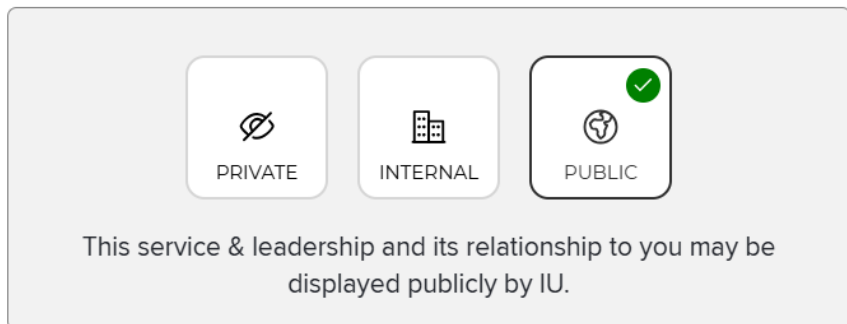
Service & Leadership and Teaching Activities Privacy and Relationship Settings


Editing Privacy of Established Activities

Once you have saved an activity in Elements, you can edit the activity's privacy settings using the tools at the top right corner of the activity detail's page.

Once you select the privacy icon, you will be able to see and edit the privacy setting for that object and the privacy setting for that object's relationship to you. If the activity involves other Elements@IU users, changing the privacy setting for the activity may impact those users' ability to view and interact with the activity. As you change the settings, note that the guide text underneath adjusts to the combination of privacy settings you have selected.
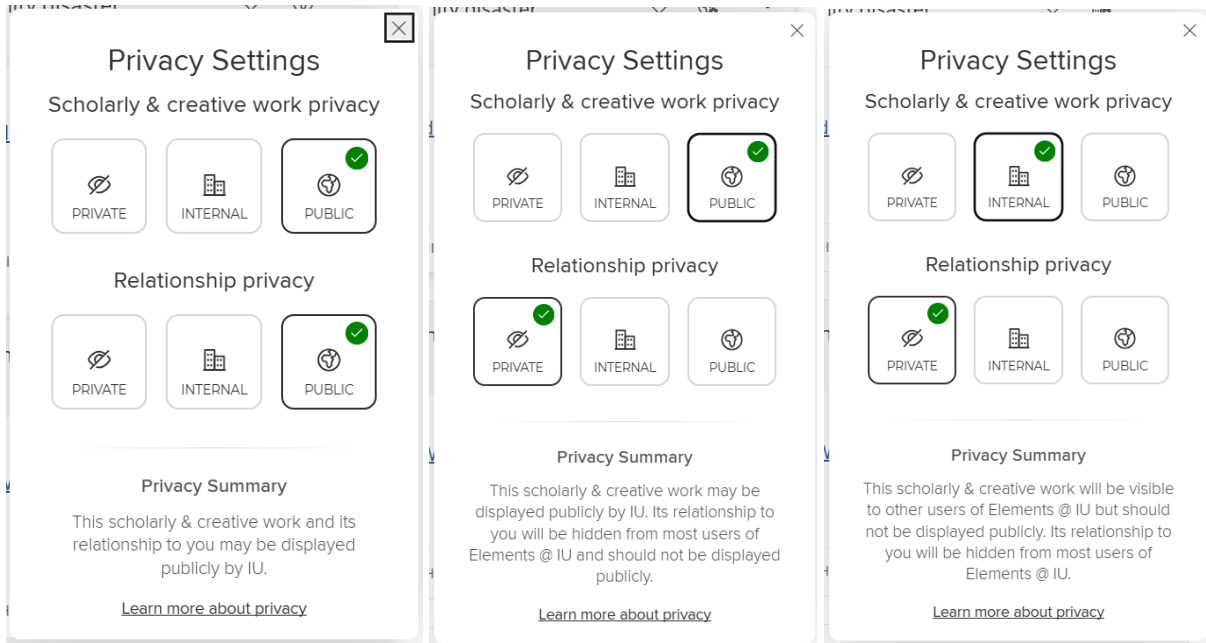
Profile

You can alter the privacy level of your entire profile using the Profile Privacy tool available in the top right corner of your Elements Profile page. This adjusts the privacy settings for all the activities associated with your profile all at once.