

# Platform Usage Regulations

## HST Trainer

Regulations for the use of the platform and training activities

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## 1. Purpose of the Platform

The HST Trainer platform is a digital tool designed to support training, practice, and skill improvement in Morse code reception (CW – Continuous Wave).

The platform has been created to provide users with an organized environment for:

- developing Morse code listening and character recognition skills;
- progressively improving reception speed;
- supporting both individual and group training;
- encouraging collaboration among participants belonging to the same work group.

HST Trainer is **not** intended as a system for academic assessment or competition between users, but as a tool that supports learning and personal improvement.

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### 1.1 Educational Purpose

The activities carried out through the platform are intended for:

- educational purposes;
- training purposes;
- organizational purposes;
- the development of individual skills.

Exercises may be configured according to the user's skill level and the needs of the group to which they belong.

The user's progress is supported through:

- personalized exercises;
  - activity history;
  - progress charts;
  - educational comparison within the group.
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### 1.2 Use of the Platform Within Work Groups

HST Trainer is organized around work groups.

Each group is managed by a **Group Manager**, who is responsible for:

- organizing user participation;

- reviewing registration requests;
- authorizing users belonging to the group;
- configuring training activities;
- managing the necessary user information;
- supporting participants throughout their learning process.

The platform therefore allows decentralized management of training activities while maintaining overall supervision by the Platform Administrator.

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## 1.3 Principles of Use

Use of the platform is based on the following principles:

- cooperation among participants;
- respect for other users;
- proper use of the available tools;
- use of data exclusively for educational purposes;
- respect for assigned roles and permissions.

Each user is required to use the platform responsibly and in accordance with the purposes for which it was created.

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## 2. Participation Procedure

Access to the **HST Trainer** platform is granted through a registration and authorization process organized according to the work group model.

Participation in the platform is reserved for users who:

- correctly submit a registration request;
- belong to a work group recognized by the platform;
- are authorized by the persons responsible for user management.

Submitting a registration request does not automatically activate the user account.

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### 2.1 Membership of a Group

Every user who wishes to use the platform must belong to a work group.

Access to a group is provided through a **Group Identification Number** supplied by the Group Manager.

The Group Identification Number allows the system to:

- associate the registration request with the correct group;
- identify the Group Manager responsible for the request;
- start the user verification process.

The Group Identification Number is **not** a personal login credential and must not be used for purposes other than registration.

## 2.2 Registration Procedure

The user submits a registration request through the dedicated page of the platform.

The registration process includes:

- entering the required information;
- providing the Group Identification Number received from the Group Manager;
- confirming the provided email address;
- verification of the request by authorized personnel.

After the registration form has been completed, the system sends an email containing a web link associated with a temporary verification token.

The token enables the system to verify the validity of the request and complete the registration process.

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## 2.3 Account Verification and Activation

After confirming the registration through the verification token, the account is created with the status:

### **"Pending Authorization"**

Final activation requires verification by:

- the Group Manager;
- the Platform Administrator.

The verification process is intended to confirm:

- the user's membership in the indicated group;
  - the accuracy of the information provided;
  - the existence of any required authorizations;
  - the compatibility of the request with the purposes of the platform.
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## 2.4 Notification of Registration Request

When a new registration request is submitted, the platform may send a notification to the persons responsible for user management.

The notification is intended solely to inform them that a new registration request is awaiting verification.

The notification may be sent to:

- the Platform Administrator;
- the Group Manager of the selected group.

The notification does not replace the internal verification procedure and does not automatically activate the account.

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## 2.5 Acceptance of the Terms of Use

Before the account can be activated, the user must accept:

- these Platform Usage Regulations;
- the Privacy Policy;
- the conditions governing the use of the platform.

Acceptance confirms that the user has read and understood the rules governing the use of the service and the responsibilities associated with the personal account.

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## 3. User Management

User management within the **HST Trainer** platform is based on an organized system that includes different account statuses and different authorization levels.

Each user has a personal account associated with a work group and managed according to the assigned role.

User management aims to ensure:

- proper access to the platform;
  - separation of responsibilities;
  - information security;
  - effective organization of training activities.
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### 3.1 Account Creation

A user account is created through the registration procedure provided by the platform.

The account is created after:

- the user submits the required information;
- association with a group through its Group Identification Number;
- verification of the user's email address;
- completion of the registration process using the verification token.

The technical creation of an account does **not** automatically authorize the user to access the platform.

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### 3.2 Account Statuses

Each account may have one of the following operational statuses.

#### Pending Authorization

This status is assigned to newly registered accounts after the technical verification of the registration request.

The user cannot yet access the platform's training features.

The account remains in this status until the Group Manager or the Platform Administrator makes a decision.

## Active Account

An account is considered active after it has been approved by the authorized persons.

The user may:

- access the platform;
- use the available tools;
- participate in group activities;
- view personal data and training results according to the assigned permissions.

## Suspended Account

An account may be suspended when:

- it has not been used for the specified period;
- anomalies have been detected;
- administrative checks are required;
- the user's group is no longer active.

During suspension, access to platform features may be limited or denied.

## Disabled Account

An account may be disabled when:

- the user no longer belongs to the group;
- participation is terminated upon request;
- the conditions required for using the platform are no longer met.

Disabling an account does **not** automatically result in the immediate deletion of personal data, which is handled according to the procedures described in the Privacy Policy.

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## 3.3 User Management by the Group Manager

The Group Manager is responsible only for users belonging to their own group.

The Group Manager may:

- review new registration requests;
- approve or reject applications;
- modify the user's necessary information;
- change the user's group when permitted;
- manage the group's training configuration;
- monitor users' training progress.

The Group Manager must use these functions exclusively for organizational and educational purposes.

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## 3.4 User Management by the Platform Administrator

The Platform Administrator has the permissions required for the overall management of the system.

The Administrator may:

- manage user accounts;
- manage groups;
- intervene for technical requirements;
- investigate abnormal situations;
- ensure the proper functioning of the platform.

Administrative actions must be limited to operational and security requirements.

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## 3.5 Transfer of a User Between Groups

A user may be transferred from one group to another whenever necessary for organizational or educational reasons.

The transfer must be performed by authorized personnel.

During the transfer, the following must be ensured:

- correct association of the user with the new group;
  - protection of information security;
  - separation of data between different groups.
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# 4. Roles and Responsibilities

The **HST Trainer** platform uses a role-based management system in which each role is associated with specific responsibilities and access permissions.

The correct application of these roles ensures:

- proper organization of activities;
- protection of information;
- appropriate use of platform features;
- compliance with assigned responsibilities.

The platform defines the following roles:

- User;
  - Group Manager;
  - Platform Administrator.
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## 4.1 User Responsibilities

The User accesses the platform to participate in the training activities of their group.

The User agrees to:

- use only their personal account;
- keep their login credentials confidential;
- use the available tools exclusively for training purposes;
- respect the other members of the group;
- refrain from attempting to access unauthorized information;
- report any technical issues or anomalies encountered.

The User may:

- view their personal information;
- request modifications to their personal information through the established procedures;
- use the training tools;
- consult their own training history and progress;
- view the history and performance charts of members of their own group exclusively for educational and training purposes.

The User may **not**:

- independently modify the personal information stored in the platform;
- modify another user's personal data;
- modify the group's configuration;
- modify the platform's general settings;
- share their account credentials with other people.

Any changes to personal data are carried out by authorized personnel according to the procedures established by the platform.

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## 4.2 Responsibilities of the Group Manager

The Group Manager is responsible for the organizational and educational management of the assigned group.

Each group must have a Group Manager.

The Group Manager agrees to:

- use the available information exclusively for the intended purposes;
- maintain the confidentiality of users' personal data;
- properly manage registration requests;
- verify that users meet the requirements for admission;
- use the administrative tools only within the scope of their assigned role.

The Group Manager may:

- approve or reject registration requests;
- manage the users' necessary information;
- modify users' personal data when necessary and permitted by their role;
- change a user's group assignment when permitted;
- configure the group's training activities;
- configure training parameters;
- monitor the progress of users within their own group;
- support users throughout their training process.

The Group Manager may **not**:

- permanently delete users from the platform;
- delete groups;
- access the data of users belonging to other groups;
- modify the platform's general settings;
- make unauthorized structural changes;
- use users' data for purposes other than educational and organizational activities.

This approach makes the security model significantly stronger:

- the User can view information but cannot modify it;
  - the Group Manager can manage users but cannot permanently delete them;
  - the Platform Administrator retains control over irreversible operations.
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## 4.3 Responsibilities of the Platform Administrator

The Platform Administrator is responsible for the overall management of the platform.

The Administrator is responsible for:

- the technical operation of the system;
- platform security;
- authorization management;
- maintenance of platform features;
- management of groups and user roles.

The Administrator may:

- manage user accounts;
- manage groups and general platform settings;
- investigate technical issues;
- perform activities necessary to ensure system security.

The Administrator must:

- limit interventions to operational requirements;
  - respect the confidentiality of personal information;
  - refrain from using users' personal data for purposes other than those defined by the platform.
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## 4.4 Principle of Personal Responsibility

Each person using the platform is responsible for all actions performed through their own account.

Personal credentials must not be transferred, shared, or used by anyone other than the account owner.

Any activity performed through a personal account shall be considered attributable to the account holder unless unauthorized use can be demonstrated.

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## 5. Use of HST Trainer

The **HST Trainer** platform provides users with tools designed to support the learning and improvement of Morse code reception skills.

The system is intended for individual practice and to support training activities organized by work groups.

Training exercises are provided according to the configurations established by the group and the user's level of proficiency.

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### 5.1 Purpose of the Training Sessions

The training sessions are designed to progressively improve:

- Morse code character recognition;
- reception speed;
- listening continuity;
- transcription accuracy;
- independent reception skills.

The learning process should be considered progressive, allowing each user to improve according to their own abilities and learning pace.

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### 5.2 Exercise Configuration

Exercises may be configured by the Group Manager according to the group's training objectives.

Configurations may include:

- transmission speed;
- number of characters used;
- available character groups;
- sequence generation mode;
- exercise duration;
- difficulty level.

These configurations are intended exclusively for educational purposes and may be modified over time according to users' progress.

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### 5.3 Generation of Training Sequences

The sequences used during training sessions are generated by the platform according to the configured parameters.

Sequence generation takes into account the training settings defined by the group and may include:

- letters;
- numbers;
- symbols;

- combinations of selected characters.

The sequences are generated to provide balanced and progressive training.

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## 5.4 Individual Use of the Training System

Each user may use HST Trainer to perform individual training sessions using the available configurations.

During use, the user may:

- start available exercises;
- stop or repeat a training session;
- review the achieved results;
- monitor the progress of their activities.

Users are encouraged to practice regularly in order to achieve continuous improvement.

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## 5.5 Training History and Performance Charts

The platform may record training results in order to provide:

- analysis of personal progress;
- support for the Group Manager;
- visualization of training performance.

Users may view:

- their own training history;
- their own performance charts;
- the training history and performance charts of members of their own group, exclusively for educational purposes.

Viewing the results of other group members does **not** constitute a ranking or competitive evaluation but is intended as a tool for comparison, collaboration, and mutual learning.

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## 5.6 Proper Use of the Platform

Users agree to use HST Trainer in accordance with the intended purposes of the platform.

The following activities are prohibited:

- using the system for purposes other than those intended;
  - attempting to manipulate training results;
  - using another user's account;
  - modifying unauthorized configurations.
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## 6. Management of Work Groups

The HST Trainer platform organizes users into work groups in order to ensure structured management of training activities and effective collaboration among participants.

Each group represents an independent learning environment where users can share their training experience and compare their progress according to the procedures and features provided by the platform.

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### 6.1 Group Creation

A new group may be created exclusively by the Platform Administrator.

Each group must be associated with:

- a unique identifier;
- a Group Manager;
- the applicable training configuration.

When a group is created, all elements necessary for its organizational and technical management are defined.

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### 6.2 Group Manager

Each group must have a Group Manager responsible for managing its educational and organizational activities.

The Group Manager is appointed by the Platform Administrator.

The Group Manager is responsible for:

- managing registration requests for the group;
  - verifying users' membership;
  - approving or rejecting registration requests;
  - managing the users' necessary information;
  - configuring the training tools;
  - supporting participants throughout their learning process.
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### 6.3 Group Identification Number

Each group is identified by a number or code assigned by the platform.

The group identifier is used exclusively to:

- allow users to submit a registration request;
- correctly associate the user with the selected group;
- enable the system to identify the appropriate Group Manager.

The group code is **not** a personal credential and does not provide direct access to the platform.

## 6.4 Management of Group Members

The Group Manager may manage users belonging to their own group according to the assigned permissions.

The Group Manager may:

- review registration requests;
- approve new users;
- modify the users' necessary information;
- change a user's group membership when required.

The Group Manager may **not**:

- permanently delete users from the platform;
  - delete the group;
  - access users belonging to other groups;
  - modify the platform's general configuration.
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## 6.5 Transfer of Users Between Groups

A user may be transferred from one group to another for:

- organizational reasons;
- educational reasons;
- administrative reasons.

Transfers must be performed by authorized personnel.

During the transfer, the following must be ensured:

- continuity of the user's account;
  - preservation of the user's training history;
  - protection of personal information.
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## 6.6 Suspension and Deletion of a Group

A group may be suspended either by the Platform Administrator or by the Group Manager responsible for that group.

Suspension results in:

- temporary prevention of new registrations;
- suspension of the group's training activities;
- limitation or blocking of the group's available features;
- retention of data in accordance with the Privacy Policy.

Suspension may occur, for example, in cases of:

- temporary inactivity of the group;

- organizational requirements;
- temporary interruption of training activities;
- administrative or technical reviews.

A suspended group may be reactivated by authorized personnel according to their access level.

The permanent deletion of a group may be performed **only** by the Platform Administrator.

The Group Manager may **not**:

- delete the group;
  - permanently remove users belonging to the group;
  - perform irreversible operations on platform data.
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## 7. User Code of Conduct

The use of the HST Trainer platform requires responsible and respectful behavior from all participants.

The platform has been designed to promote learning, collaboration, and personal development within a structured environment.

Every user is expected to use the service in accordance with its educational purposes and with respect for other participants.

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### 7.1 Proper Use of Personal Accounts

Each user has a personal account that may only be used by its owner.

Users are responsible for the security of their account and must:

- keep their login credentials confidential;
- never disclose their username or password to others;
- log out when appropriate after using the platform;
- report any suspicious or unauthorized access.

Users are **not** allowed to:

- use another person's account;
  - create fake accounts;
  - share their account with third parties.
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### 7.2 Conduct Within the Group

Members of a work group are expected to behave in a cooperative and respectful manner.

Sharing training histories and performance charts is intended exclusively for:

- educational purposes;
- training purposes;
- mutual support.

Users agree to:

- use other participants' information only for the intended purposes;
- avoid comparisons based on competition;
- encourage personal and collective improvement.

Users must **not** use other participants' information for:

- personal judgments;
  - discrimination;
  - disclosure outside the group;
  - purposes unrelated to training.
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## 7.3 Respect for Confidentiality

Every user must respect the confidentiality of the information they are allowed to access.

In particular, users may not:

- disclose another user's personal data;
- publish screenshots or platform information without authorization;
- share another participant's personal results outside the group.

Information displayed through the platform must be treated as confidential.

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## 7.4 Responsible Use of Training Tools

The tools provided by HST Trainer must be used exclusively for their intended purposes.

Users may not:

- attempt to manipulate training results;
  - modify technical data without authorization;
  - use automated tools to falsify activities;
  - interfere with the proper operation of the platform.
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## 7.5 Reporting Problems

Users are encouraged to promptly report:

- technical problems;
- system malfunctions;
- security incidents;
- behavior that violates these rules.

Reports should be submitted to:

- the Group Manager for organizational matters;
  - the Platform Administrator for technical or security issues.
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## 7.6 Suspension of Access for Misconduct

If the platform is used in violation of these rules, appropriate measures may be taken.

Such measures may include:

- a formal warning;
- temporary suspension of access;
- administrative review;
- account disabling in the most serious cases.

These measures are implemented by authorized personnel according to their respective roles.

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## 8. Training Sessions and Results Management

The HST Trainer platform records and organizes users' activities in order to support both individual learning paths and group training activities.

Training results are collected exclusively for:

- educational purposes;
- training purposes;
- organizational purposes;
- monitoring individual progress.

The recorded results are **not** intended to rank users or serve as a competitive evaluation tool.

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### 8.1 Recording Training Sessions

While using HST Trainer, information related to training sessions may be recorded.

The recorded information may include:

- date and time of the exercise;
- training configuration used;
- selected training speed;
- number of characters used;
- achieved result;
- parameters required to generate the user's training history.

Recording training sessions allows both the user and the Group Manager to monitor the user's learning progress.

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### 8.2 Personal Training History

Each user may access the history of their completed training sessions.

The personal history allows users to:

- verify training continuity;

- analyze improvements over time;
- identify possible learning difficulties;
- plan a progressive learning path.

The personal training history remains associated with the user's account in accordance with the Privacy Policy.

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## 8.3 Access by the Group Manager

The Group Manager may access information relating exclusively to users belonging to their own group for educational and organizational purposes.

The information may include:

- training performance;
- speed progression;
- training frequency;
- data useful for educational support.

The Group Manager shall use this information exclusively to:

- support users throughout their learning process;
  - suggest possible improvements;
  - organize group activities.
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## 8.4 Visibility Among Members of the Same Group

Users may view certain information relating to other members of their own group when this feature is enabled by the platform configuration.

Such visibility is intended exclusively for:

- educational purposes;
- collaboration;
- motivation.

Users shall consider this information solely as a tool for comparison and collective improvement.

It is not permitted to use such information to:

- create personal rankings;
  - express judgments about other participants;
  - disclose information outside the group.
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## 8.5 Charts and Progress Indicators

The platform may display graphical representations to make training progress easier to understand.

Charts may show, for example:

- speed trends;

- training continuity;
- progress over time;
- improvement in Morse code reception skills.

These indicators are intended solely to support learning and do not constitute official certifications or formal evaluations.

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## 8.6 Accuracy of Results

The results generated by the platform depend on the technical conditions of each training session and on how the platform is used.

Recorded results should therefore be considered educational indicators rather than absolute measurements of the user's abilities.

The Group Manager and the Platform Administrator may intervene in the event of technical anomalies that could affect the correct recording of training activities.

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## 9. Security and Proper Use of the Platform

The HST Trainer platform adopts technical and organizational measures designed to ensure secure use of the service and the protection of managed information.

Platform security depends both on the technical safeguards implemented by the system and on the responsible behavior of users and authorized personnel.

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### 9.1 Protection of Login Credentials

Each user is provided with personal login credentials to access the platform.

Users are responsible for protecting their credentials and shall:

- keep their password confidential;
- never disclose their credentials to other persons;
- use only their own account;
- change their password whenever required or whenever they consider it appropriate.

It is prohibited to:

- use credentials belonging to another user;
  - attempt unauthorized access;
  - share one's account with other individuals.
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### 9.2 Session Management

Access to the platform is managed through authenticated sessions that allow the server to recognize authenticated users while they use the service.

Sessions are used exclusively to:

- maintain user authentication;
- verify account permissions;
- ensure the proper functioning of the platform.

Users should log out when using shared or publicly accessible devices.

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## 9.3 Login Event Logging

For security and technical monitoring purposes, the platform may record authentication events.

The system may store information such as:

- user identifier;
- login date and time;
- logout date and time;
- login outcome;
- IP address used for the connection.

This information is used exclusively for:

- IT security;
- detection of abnormal access attempts;
- troubleshooting technical issues;
- administrative management of the platform.

Login data are **not** used for profiling users or monitoring their personal activities.

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## 9.4 Use of Personal Devices

Users are responsible for the device used to access the platform.

It is recommended to:

- use updated devices;
  - keep appropriate security software enabled;
  - avoid accessing the platform from untrusted devices;
  - log out after using shared devices.
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## 9.5 Unauthorized Access Attempts

It is prohibited to engage in activities intended to:

- bypass security systems;
- access restricted areas;
- modify data without authorization;
- compromise the operation of the platform.

Unauthorized access attempts may result in:

- account suspension;
  - administrative review;
  - additional measures provided by applicable law.
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## 9.6 Responsibilities of Authorized Personnel

Users with elevated privileges, including:

- Group Managers;
- Platform Administrators;

shall use administrative functions exclusively within the scope of their assigned role.

It is prohibited to:

- access data not required for their duties;
  - modify information without authorization;
  - use personal data for purposes other than those provided for by the platform.
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## 9.7 Service Continuity and Security

The Platform Administrator is responsible for the technical management of the platform in order to ensure:

- service availability;
- data protection;
- proper operation of platform features.

Technical maintenance or operational interventions may temporarily limit the availability of the service whenever necessary

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# 10. Management of User Requests

The HST Trainer platform provides dedicated procedures that allow users to communicate with the individuals responsible for managing the service.

User requests are handled according to the nature of the request and the responsibilities assigned to authorized personnel.

The main categories of requests include:

- account management;
  - modification of personal information;
  - privacy-related requests;
  - technical support;
  - organizational reports.
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## 10.1 Requests Concerning Personal Data

Users may request modifications to their personal information through the procedures provided by the platform.

Users cannot directly modify the personal data stored in their account.

Requests are handled by authorized personnel according to the type of information involved:

- the Group Manager, for information necessary for organizational management;
  - the Platform Administrator, for technical or administrative account changes.
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## 10.2 Privacy Requests

The platform provides a dedicated page for handling privacy-related requests.

Through this procedure, users may request:

- access to their personal data;
- correction of their information;
- restriction of processing;
- deletion of their account;
- information regarding the processing of their personal data.

Privacy requests are managed by the Data Controller in accordance with the Privacy Policy.

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## 10.3 Technical Support Requests

Requests concerning the operation of the platform may include:

- login issues;
- system malfunctions;
- errors while using the available tools;
- anomalies encountered during training sessions.

Requests may be addressed to:

- the Group Manager for initial organizational support;
  - the Platform Administrator for technical platform issues.
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## 10.4 Organizational Reports

Users may report matters relating to the management of their group, including:

- training needs;
- organizational issues;
- difficulties using available platform features.

The Group Manager evaluates reports relating to their own group and takes action within the scope of their responsibilities.

## 10.5 Handling Requests by Group Managers

The Group Manager shall handle received requests while respecting:

- assigned permissions;
- confidentiality of information;
- the educational purposes of the platform.

The Group Manager may not:

- modify data not required for group management;
  - perform operations reserved for the Platform Administrator;
  - delete users or groups.
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## 10.6 Request Traceability

Requests submitted through the platform procedures may be recorded in order to:

- maintain a communication history;
- monitor processing status;
- ensure transparency in administrative activities.

Information relating to requests is retained in accordance with the Privacy Policy.

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# 11. Suspension, Deactivation and Deletion of Accounts

The HST Trainer platform provides specific procedures for managing accounts that can no longer be used, require verification, or must be removed from the system.

Account management follows the principle of separation of roles and responsibilities.

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## 11.1 Temporary Account Suspension

Temporary suspension limits or blocks access to the platform for a specified period.

Suspension may be carried out by authorized personnel in the event of:

- administrative verification requirements;
- security anomalies;
- prolonged inactivity;
- organizational requirements;
- improper use of the platform.

During suspension:

- the user cannot access training features;
  - account data are retained;
  - the user's training history is preserved.
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## 11.2 Suspension by the Group Manager

The Group Manager may temporarily suspend a user belonging to their own group whenever necessary for organizational or educational reasons.

Suspension may be used, for example, in the event of:

- temporary interruption of participation;
- verification procedures;
- organizational issues within the group.

The Group Manager:

- may not delete the user;
  - may not delete the user's training history;
  - may not modify data unrelated to group management.
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## 11.3 Account Deactivation

Account deactivation terminates the operational use of the account.

It may occur in the event of:

- termination of the user's participation;
- leaving the work group;
- request by the data subject;
- failure to comply with the Terms of Use.

Deactivation prevents access to the platform while retaining information in accordance with the Privacy Policy.

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## 11.4 Account Deletion

Account deletion is a permanent operation performed exclusively by authorized personnel.

Deletion may occur:

- at the request of the data subject;
- for administrative reasons;
- in cases provided for by applicable law or by the platform rules.

Deletion results in:

- removal of user access;
- deletion of personal data according to applicable procedures;
- removal of the user's association with the group.

Account deletion shall be carried out in accordance with the Privacy Policy.

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## 11.5 Difference Between Suspension and Deletion

Suspension and deletion serve different purposes.

### **Suspension:**

- is temporary;
- retains user data;
- allows future reactivation.

### **Deletion:**

- is permanent;
  - removes the account;
  - is carried out according to the established procedures.
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## 11.6 Users Leaving a Group

When a user no longer belongs to a work group, one of the following actions may be taken:

- transfer to another group;
- account suspension;
- account deactivation;
- deletion upon request of the data subject.

The appropriate procedure depends on the specific circumstances and shall ensure proper management of both the account and the related personal data.

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## 11.7 Management of Training History After Suspension or Deletion

Training history is managed in accordance with the Privacy Policy and the technical requirements of the platform.

Specifically:

- suspension does not delete the training history;
  - deactivation retains information according to the applicable rules;
  - deletion results in the removal of personal data in accordance with the applicable procedures.
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## 12. Platform Administration

The Platform Administrator is the person responsible for the technical and organizational management of the **HST Trainer** system.

The Administrator operates to ensure:

- the proper functioning of the platform;
- the security of data and information;
- the availability of services;
- compliance with applicable regulations;
- support for Group Managers.

The Administrator performs their duties in accordance with the **principle of least privilege**, intervening only when necessary.

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### 12.1 Technical Management of the Platform

The Administrator is responsible for the technical management of the system, including:

- platform configuration;
- software updates;
- management of available features;
- monitoring of system operation;
- resolution of technical issues.

Maintenance activities are carried out while minimizing service interruptions whenever possible.

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### 12.2 Management of Users and Groups

The Administrator may:

- create new work groups;
- assign or change a Group Manager;
- suspend or reactivate groups;
- permanently delete a group;
- intervene on user accounts when necessary;
- authorize users, where provided by the platform procedures.

Each intervention must be justified by technical, organizational, or administrative requirements.

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### 12.3 System Security

The Administrator adopts the measures necessary to maintain an appropriate level of platform security.

These activities may include:

- monitoring access events;

- reviewing system logs;
- analyzing anomalies;
- managing security incidents;
- applying security updates.

Information collected for these purposes is used exclusively to ensure the security and proper functioning of the platform.

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## 12.4 Backup and Service Continuity

To reduce the risk of data loss, backup copies of the platform and its databases may be created.

Backup procedures are intended to:

- restore the service in the event of failures;
- protect data against accidental loss;
- ensure business continuity.

Access to backup data is restricted exclusively to authorized personnel.

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## 12.5 Maintenance

The Administrator may carry out both scheduled and extraordinary maintenance.

Maintenance activities may include:

- software updates;
- feature improvements;
- bug fixes;
- performance optimization;
- technical and regulatory adjustments.

Whenever possible, scheduled maintenance will be performed while minimizing the impact on users.

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## 12.6 Administrative Activity Log

The most significant administrative operations may be recorded for the purposes of:

- security;
- traceability;
- verification of performed operations;
- administrative auditing.

Logs may include information such as:

- the administrator who performed the operation;
- date and time;
- type of intervention;
- outcome of the operation.

Administrative logs are used exclusively for technical, organizational, and security purposes.

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## 12.7 Limitations of the Administrator's Authority

Although the Administrator holds the highest operational privileges, they must comply with the principles of:

- lawfulness;
- fairness;
- transparency;
- confidentiality;
- data minimization.

The Administrator may not use information contained within the platform for personal purposes or for purposes unrelated to the operation, maintenance, or management of the service.

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## 13. Final Provisions

These Regulations govern the use of the **HST Trainer** platform by all persons accessing it.

Use of the platform constitutes acceptance of these Regulations and all related documents.

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### 13.1 Entry into Force

These Regulations enter into force on the date of their publication on the platform.

They apply to all registered users, Group Managers, and Platform Administrators.

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### 13.2 Amendments to the Regulations

These Regulations may be updated at any time in order to reflect:

- legal or regulatory changes;
- evolution of platform features;
- organizational improvements;
- technical updates;
- security requirements.

Each new version shall indicate:

- version number;
  - update date;
  - a brief description of the changes made.
-

## 13.3 Communication of Amendments

Where amendments concern substantial aspects of platform use, users will be informed through the communication tools available within the platform.

Where required, users may be asked to review the updated Regulations before continuing to use the platform.

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## 13.4 Related Documents

These Regulations should be read together with the documents governing other aspects of the platform, including:

- Privacy Policy;
- Cookie Policy;
- any technical notices;
- platform security documentation.

These documents form an integral part of the regulatory framework governing **HST Trainer**.

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## 13.5 Severability Clause

Should one or more provisions of these Regulations be found invalid, ineffective, or incompatible with applicable law, the remaining provisions shall remain fully valid and effective.

Any invalid provision shall, where necessary, be replaced by a new provision compliant with the applicable legislation.

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## 13.6 Applicable Law

For all matters not expressly regulated by these Regulations, the applicable provisions of Italian law and European Union law shall apply, with particular reference to:

- Regulation (EU) 2016/679 (GDPR);
  - Italian legislation on the protection of personal data;
  - any other provisions applicable to digital services.
- 

## 13.7. Service Availability

The application is provided on an **"as is"** basis.

While every reasonable effort is made to keep the application operational and up to date, the Data Controller does not guarantee the continuous availability of the service.

The application may be temporarily suspended for maintenance, technical updates, security interventions, or for reasons beyond the Data Controller's control.

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## 13.8. Intellectual Property

The software developed by the Data Controller, together with its graphics, texts, logo, documentation, and any other original content of the application, is protected by applicable copyright laws.

The reproduction, distribution, or modification of such content is prohibited without the prior authorization of the Data Controller.

This provision does not apply to software components distributed under open-source licenses, which remain governed by their respective license terms.

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## 13.9. Limitation of Liability

The Data Controller adopts all reasonable measures to ensure the proper operation of the application.

However, the Data Controller shall not be held liable for any interruption of the service, loss of data, malfunction, or damages arising from the use of the application, except where liability is required under applicable law.

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## 13.10. Changes to the Application

The Data Controller reserves the right to modify, extend, suspend, or remove any functionality of the application at any time without prior notice.

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**HST Trainer**

**Platform Usage Regulations**

**English Version – Document Version 1.0**

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