

# Data Processing and Cookies Statement

Catalog Manager and Search

**Version:**

1.2

**Classification:**

Operational

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# 1 Document Control

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## 1.1 Document Owner

This document is owned by the Compliance Manager and co-maintained by the **Compliance Manager** and the **Catalog & Search Product Manager**. The document is to be reviewed and brought up to date **every twelve months**.

## 1.2 Readership

This document is aimed at the following:

Proactis
Chief Executive Officer
Compliance Manager
Product Director
Product Manager
Other appropriate Proactis employees
Current or prospective Proactis UK clients

## 2 Personal Data Processing Schedule

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### Subject Matter of the Processing

This application is used to provide data for the purchasing process by uploading, approving and releasing catalogue content. The purpose for the processing is to carry out the catalogue inventory functions of the purchasing process, from the initial upload of the catalogue content, to verify, enrich, approve and release the content for the purchasing process.

The Catalog and Search applications are used in conjunction with The Business Network ('TBN'), which has its own version of this document.

Buying organisations will have terms of use set up in a contract directly with Proactis. The contract will include a commitment to data privacy.

Suppliers agree to the Terms of Use as part of the registration process for TBN (they cannot access Catalog or Search independently of TBN). Those Terms are available [here](#).

### Purpose of the Processing

The purpose for the processing is to carry out the catalogue inventory functions of the purchase process and to allow search functionality within that catalogue inventory.

### Nature of the Processing

The nature of the processing within the application includes collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, restriction, erasure or destruction of data (whether or not by automated means)

### Categories of Data Subject

The Organisation's staff (which can include volunteers, their agents and temporary workers), the Organisation's Suppliers or potential suppliers; Proactis employees.

### Type of Personal Data

The personal datasets include: name and email address within the product for basic operations of the software.

The TBN main application has administrator roles, so people with that facility can manually amend other users' details. If personal data is to be completely removed, which cannot be achieved through the application, then Customers can contact Proactis support



by emailing [customercare@proactis.com](mailto:customercare@proactis.com), which will automatically create a request in the Proactis Support system.

Note that personal data will only be removed in accordance with the law, and upon confirmation that the user making the request is authorised to do so. We will do this in a timely manner and to have such requests completed within thirty (30) days of confirmation that the request is valid.

### **Duration of the processing**

The processing will last for the length of the contract between Proactis and the Customer.

Data retention periods will also be as per contract between Proactis and the Customer, unless required by other laws.

### **Data Protection Officer Requirements**

Based on Proactis' current activities and business purpose, there is no legal requirement for an official DPO to be appointed.

However, their Compliance and Quality Manager has assumed the role and responsibilities of the DPO, and is contactable at [compliance@Proactis.com](mailto:compliance@Proactis.com) or at:

Proactis

Riverview Court

1 Castle Gate

Wetherby

LS22 6LE

UK

Please mark any posted documents 'for the attention of the Compliance Manager'

### 3 Application cookies

Catalog and Search cookies are explained in the table below. All their cookies are 'Session' cookies, which will only exist during the time that you use the application in the web browser.

Name	Type	Description
JSESSIONID	Strictly necessary	This is an essential session cookie which identifies your web browsing session to our server.
ASP.NET_SessionId	Strictly necessary	Represents a browser "session" identifier on the server side. Used by the applications built on ASP.NET Forms.
_ga _gat _gid	Optional	Google Analytics Identifier. This is used to gather statistics about application usage.
.commFwAuth	Strictly necessary	Represents a browser "session" identifier on the server side. Used to allow cross application redirects between TBN, eCat and Quotes Quotes after SSO authentication has occurred.
ai_session ai_user	Optional	Application Insights. This is used to gather statistics about application usage.