

# Data Processing and Cookies Statement

## Invoice Capture

**Version:**

1.2

**Classification:**

Operational

**Date Reviewed:**

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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 **Invoice Capture 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 capture the data from which the original source is a paper invoice document. The image record will also be stored with the electronic document, which will be located in the Purchase to Pay solution you use.

### Purpose of the Processing

The purpose for the processing is to carry out the functions of the invoice scanning process which will then allow the scanned document to be associated with the relevant document in the purchase to pay solution being used.

### Nature of the Processing

The nature of the processing within IC 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 Customer's staff (which can include volunteers, their agents and temporary workers), the Customer'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 scanned invoice documents can contain an address (usually this is a business address), contact name, email address and telephone number. A description of the goods / services the Invoice covers may contain personal data.

If needed, if there are Invoice Capture users who have incorrect name or email addresses incorrectly setup, then please contact Proactis support for that to be rectified. If an email address has been set up incorrectly, that would require the user account to be deleted and a new one set up with the correct email address.

If personal data is to be completely removed, then Customers can contact Proactis support by emailing [servicedesk@proactisservicedesk.com](mailto:servicedesk@proactisservicedesk.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

All of the application cookies are listed below. Session cookies will only exist during the time that the user has the application active in the web browser.

Cookie name	Type	Duration	Description
<b>__RequestVerificationToken</b>	Strictly Necessary	User Session	This is an anti-forgery cookie set by web applications built using ASP.NET MVC technologies. It is designed to stop unauthorised posting of content to a website, known as Cross-Site Request Forgery. It holds no information about the user and is destroyed on closing the browser.
<b>InvoiceCapture.Auth</b>	Strictly Necessary	User Session	This cookie is used as an authentication token to identify if a user is authenticated.
InvoiceCapture.CookieConsent	Browser Local Storage	Indefinite	This file stores the users' cookie choices
<b>ai_session</b>	Optional	30 minutes from the last request	<p>Microsoft Application Insights software cookie. Application Insights collects statistical usage and telemetry information from our app so that we know the site is functioning correctly and to help us identify and diagnose any failures.</p> <p>This is a unique anonymous session identifier cookie.</p>
<b>ai_user</b>	Optional	1 year from the time the cookie was first served	<p>Microsoft Application Insights software cookie. Application Insights collects statistical usage and telemetry information from our app so that we know the site is functioning correctly and to help us identify and diagnose any failures.</p> <p>This is a unique user identifier cookie enabling counting of the number of users accessing the app over time.</p>