

Data Processing and Cookies Statement

Marketplace

Version:

1.3

Classification:

Operational

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1 Document Control

1.1 Document Owner

This document is owned by the Compliance Manager and co-maintained by the **Compliance Manager** and the **Marketplace 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
Risk and Compliance Manager
Product Director
Product Manager
Other appropriate Proactis employees
Current or prospective Proactis customers

2 Personal Data Processing Schedule

Subject Matter of the Processing

The application is used to carry out the functions of a catalogue management system, where it facilitates the ability to allow users to browse and select items directly on a supplier website or supplier catalogues available within the system, and then return those to Proactis solutions for authorisation.

Organisations who use Marketplace have their own terms of use set in a contract with us, which includes a commitment to data privacy.

Purpose of the Processing

The purpose for the processing is to carry out the functions of the catalogue management capacity system..

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 Buyer's staff (which can include volunteers, their agents and temporary workers); Proactis employees.

Type of Personal Data

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

The catalogue management functions (the uploading, deleting and updating of items) do not contain personal data

The application has administrator roles, who 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 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, 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 Risk and Compliance Manager has assumed the role and responsibilities of the DPO, and is contactable at 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 Session cookies, which will only exist during the time that you use the application in the web browser.

Cookie name	Type	Description
JSESSIONID	Strictly Necessary	This is an essential session cookie which identifies your web browsing session to our server.
ai_session ai_user m	Optional	These non-essential session cookies provide us with web site analytics (information about how long people spend looking at different parts of the site and how they move from page to page) which we can use to improve how the site works.