

# Data Processing and Cookies Statement

Purchase-to-Pay

**Version:**

1.3

**Classification:**

Operational

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## Table of Contents

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<b>1</b>	<b>Document Control</b>	<b>3</b>
1.1	Document Owner	3
1.2	Readership	3
<b>2</b>	<b>Personal Data Processing Schedule</b>	<b>4</b>
<b>3</b>	<b>Application cookies</b>	<b>6</b>

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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 **Purchase-to-Pay 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

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### Subject Matter of the Processing

This application is used to carry out the functions of the purchasing process, from the initial recording of the requisition or purchase order, through to the payment of the received invoice. The invoice may be received electronically into the system, with an image record of that stored with the purchase order.

The application may be connected to the finance system or other third-party applications that the Customer may have. The Customer, as data controller, has the responsibility to ensure that those third-party applications sufficiently meet both their own and the legal requirements.

### Purpose of the Processing

The purpose for the processing is to carry out the functions of purchasing process and workflows as documented by the Customer using the solution.

### 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 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.

Invoice documents, requisitions or purchase orders in the application 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.

Application users who have administrator roles can manually amend other users' details within the Management Console. If personal data is to be completely removed, which cannot be achieved through the Management Console or directly through the application, 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 Risk and Compliance 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 Session cookies, which will only exist during the time that you use the application in the web browser.

Cookie Name	Type	Description
<b>.AspNet.ApplicationCookie</b>	Strictly Necessary	This is an essential session cookie which identifies your web browsing session to our server
<b>ASP.NET_SessionId</b>	Strictly Necessary	This is an essential session cookie which identifies your web browsing session to our server
<b>__RequestVerificationToken_*</b>	Strictly Necessary	This essential session cookie stores a security token that the system uses to validate all form data submitted via POST requests (such as a search box). Helps protect against Cross site request forgery
<b>.AspNetCore.Cookies</b>	Strictly Necessary	These are essential cookies that identify the user in WebPMC
<b>.AspNetCore.Antiforgery</b>	Strictly Necessary	This essential session cookie stores a security token that the system uses to validate all form data submitted via POST requests (such as a search box) in WebPMC. Helps protect against Cross site request forgery
<b>.AspNetCore.Culture</b>	Strictly Necessary	Essential cookie that stores your preference of language for the WebPMC
<b>Theme</b>	Strictly Necessary	Essential cookie that stores your preference of Theme for the WebPMC
<b>ai_session</b>	Optional	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. This is a unique anonymous session identifier cookie.
<b>ai_user</b>	Optional	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. This is a unique user identifier cookie enabling counting of the number of users accessing the app over time.
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