

Data Processing and Cookies Statement

PerfectProcure

Version:

1.3

Classification:

Operational

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Table of Contents

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

1 Document Control

1.1 Document Owner

This document is owned by the Compliance Manager and co-maintained by the **Compliance Manager** and the **PerfectProcure 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

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.

Organisations who use PerfectProcure 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 purchasing process, from the initial raising of the purchase order or requisition to recording acceptance of the purchase of the goods or services received.

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

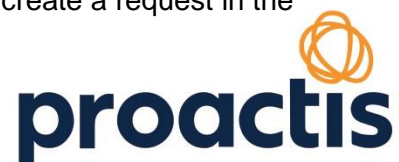
The Organisation's staff (which can include volunteers, their agents and temporary workers), the Organisation's Suppliers or potential suppliers; Proactis employees.

Type of Personal Data

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

Invoice documents can be uploaded to the software, which 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.

The 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 supplierservices@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 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 the PerfectProcure cookies are all session cookies. These are shown in the table below

Name	Type	Description
<SessionID> <CustomerId>	Strictly Necessary	This essential cookie is used to determine if you are authenticated with a portion of the application.
JSESSIONID(Multiple)	Strictly Necessary	For each module of the application, one of these will be present. This is an essential session cookie which identifies your web browsing session to our server.
LB_SERVER	Strictly Necessary	This essential cookie tells the load balancer which server it has assigned to you. Sessions don't move from server to another if you switch, so this keeps you from continuously being logged out.
Portal<ENV>	Strictly Necessary	This essential session cookie helps us determine if the user is authenticated with a portion of the application.
ESCOUT_TIMEOUT	Strictly Necessary	This essential session cookie is used in conjunction with the "ESCOUT_AUTH_QC" to designate when the user's session will timeout if they are inactive.
ESCOUT_AUTH_QC	Strictly Necessary	See "ESCOUT_TIMEOUT" cookie.
Country	Strictly Necessary	This essential cookie along with the "language" cookie is used to determine what language/format to render messages/dates/numbers on pages where a session is not present.

Language	Strictly Necessary	See “country” cookie.
BIGipServerCOP-{ENV}-Serverfarm	Strictly Necessary	I believe this is used in conjunction with the LB_Server to determine which server you are sent to for the Request portion of the application.
BIGipServerSecure-{ENV}-Pool	Strictly Necessary	I believe this is used in conjunction with the LB_Server to determine which server you are sent to for the other parts of the application.
__utm[a-z]	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.
clicktrack	Optional	This optional cookie is used by our web server to be able to log a users’ journey through the application.
_ga _gat _gid	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.