

Data Processing and Cookies Statement

Source-to-Contract

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 **Source-to-Contract 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 has functions for two distinct groups: Buying Organisations ('Buyers') and Suppliers. For Buyers, the application is used to carry out the functions of the tendering process, from the initial advertisement to the awarding of the contract.

Within that, Buyers can contact suppliers, collaborate with them, and perform other actions according to the licenced modules they wish to use, such as managing supplier relationships and contracts.

Suppliers use the application, which is known as the Supplier Network, to interact with buyers in order to bid for work

Buyers will have terms of use set up in a formal contract with Proactis, which includes a commitment to data privacy.

Suppliers agree to the Supplier Network terms and conditions as part of the registration process. That document is available to view [here](#).

Purpose of the Processing

The purpose for the processing is to carry out the functions of sourcing and tendering process and associated tasks as documented by the Buyers 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 Buyer's staff (which can include volunteers, their agents and temporary workers), the Buyer'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.

Tender documents can be uploaded to the software, which are compiled entirely by the Buyer. This can include other content, including commercial data. It is the responsibility of



the Buyer to ensure that Tender documents contain only the information which is required to describe and facilitate that process.

Contract 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.

Supplier information can also be uploaded to the software, which can include a name, email address, telephone number, address (for Sole Trader organisations this can be classified as personal data).

The application has administrator roles within the Buyer side, 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.

Supplier Network Suppliers who are unable to amend their details, or require data deleting, they should contact Proactis support by emailing suppliersupport@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 Buyer.

Data retention periods will also be as per contract between Proactis and the Buyer, unless required by other laws. Similarly, any Tenders which form contracts between the Buyer and Supplier will be managed by those respective parties, not Proactis.

Proactis' only involvement therein will be should the Buyer store the contracts in the Contract Management module of the application, and then the retention period will be defined as detailed in the contract between Proactis and the Buyer.

Processing of Supplier data will be for as long as the Supplier uses the application, unless otherwise bound by law.

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

The application cookies are split between the Buyers and Supplier Network and are defined in their respective tables below.

Buying Organisation

Cookie name	Type	Description	Duration
S2C.Auth	Essential	Used as an authentication token to identify a previously authenticated user.	Browser session. Non persistent.
S2C.Session	Essential	Allows the system to tie together separate HTTP requests from the same browser session.	Browser session. Non persistent.
SessionLoginMode	Essential	Records whether the user signed-in via a custom sign-in page.	Browser session. Non persistent.
P4OrgID	Optional	Records the user's organisation ID on the sign-in page. Only served if the user ticks the "Remember me" box.	500 days (persistent)
P4UserID	Optional	Records the user's user ID on the sign-in page. Only served if the user ticks the "Remember me" box.	500 days (persistent)
ai_session	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.	30 minutes from last request. Persistent.
ai_user	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	1 year from time cookie was first served. Persistent.

		number of users accessing the app over time.	
CookieConsent	Essential	A browser local storage item that holds the user's selected cookie preferences.	Indefinitely.

Supplier Network

Cookie name	Type	Description	Duration
SupplierNetwork.Auth	Essential	Identifies an authenticated user.	Session (non persistent)
SupplierNetwork.Session	Essential	Allows the system to tie together separate HTTP requests from the same browser session.	Session (non persistent)
SupplierNetwork.SelectedUserLanguage	Essential	Records the user's selected language.	Session (non persistent)
__RequestVerificationToken	Essential	An anti-forgery token to protect against Cross-Site Request Forgery attacks.	Session (non persistent)
ai_session	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.	30 minutes from last request. Persistent.
ai_user	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.	1 year from time cookie was first served. Persistent.
CookieConsent	Essential	A browser local storage item that holds the user's selected cookie preferences.	Indefinitely.