

# Data Processing and Cookies Statement

The Business Network (TBN)

**Version:**

1.3

**Classification:**

Operational

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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 **TBN 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

The Business Network, more commonly referred to as 'TBN', is an application which connects companies and provides them with spend management and business process collaboration for goods and services.

This can be broken down into sourcing and auction activities, contract management, catalogue management along with procurement tasks such as raising purchase orders, invoicing, receipting goods, approving services; analysing spend. Both Buying organisations and Suppliers can use TBN.

Buying organisations will have terms of use set up in a contract directly with Proactis. The contract will include a commitment to data privacy.

Suppliers agree to the Terms of Use as part of the registration process. Those Terms are available [here](#).

### Purpose of the Processing

The purpose for the processing is to carry out the functions of connecting with buyer/supplier parties, document mapping from one standard to another and retrieval or delivery for B2B documents

### 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)

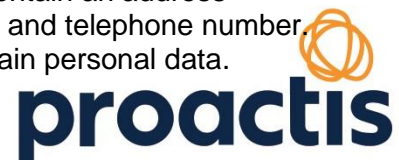
### Categories of Data Subject

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.



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, 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 [customercare@proactis.com](mailto:customercare@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](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

TBN cookies are explained in the table below.

Name	Type	Duration	Description
<b>.commFwAuth</b>	Strictly necessary	Session	Represents an authenticated TBN user in the applications built on ASP.NET MVC/Forms.  The value is an encrypted <a href="#">Authentication ticket</a> .
<b>.tbnAuth</b>	Strictly necessary	Session	Represents an authenticated TBN user in the applications built on ASP.NET Core.  The value is an encrypted reference to the <a href="#">Authentication ticket</a> .
<b>.tbnAuth.2FA.rememberMe.&lt;random&gt; (i.e. .tbnAuth.2FA.rememberMe.5c69d4bd3c2bd608.80a0f6c41d40a052)</b>	Optional	30 days	This cookie is used for Two-Factor authentication. If absent, the user will be required to enter a new 2FA code.  The value is an encrypted reference to the <a href="http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name">http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name</a> claim in the Authentication ticket.
<b>ASP.NET_SessionId</b>	Optional	Session	Represents a browser “session” identifier on the server side. Used by the applications built on ASP.NET Forms.  The value is a random value.
<b>C-XSRF-TOKEN</b>	Strictly necessary	Session	Used by pages with standard ASP.NET Core <a href="#">anti-request forgery</a> implementation (page post). At this time there are no such pages but cookie name configuration is required by the request processing pipeline.  The value is an encrypted reference to the <a href="#">Antiforgery token</a> with <a href="http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name">http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name</a> and/or <a href="http://schemas.xmlsoap.org/ws/2005/05/identity/claims/upn">http://schemas.xmlsoap.org/ws/2005/05/identity/claims/upn</a> claims.
<b>tbn-auth-XSRF-TOKEN</b>	Strictly necessary	Session	Used by pages implemented with client script (Angular).  The value is an encrypted reference to the <a href="#">Antiforgery token</a> with <a href="http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name">http://schemas.xmlsoap.org/ws/2005/05/identity/claims/name</a> and/or

			<a href="http://schemas.xmlsoap.org/ws/2005/05/identity/claims/upn">http://schemas.xmlsoap.org/ws/2005/05/identity/claims/upn</a> claims.
<b>XSRF - TOKEN</b>	Strictly necessary	Session	Used by the applications built on ASP.NET MVC.  The value is an encrypted value produced by <b>AntiForgery</b> ASP.NET implementation.
<b>.commLoginBy</b>	Optional	Session	Internal use only for the “Login as ...” TBN functionality.  The value is an encrypted User ID in TBN.
<b>BusinessDirectoryUse rID</b>	Optional	1 Year	Used by custom Business Directory analytics (capturing device/IP address).  The value is a random value.
<b>SearchKey</b>	Optional	1 Year	Used by custom Business Directory analytics (capturing search criteria).  The value is a random value.
<b>__utm*, _ga*</b>	<i>Analytical</i>		<i>These are set by Google.</i>