

Data Processing and Cookies Statement

WebProcure

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 **WebProcure 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 UK clients

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.

WebProcure also has the functionality to carry out the steps of the tendering process, from the initial advertisement to the awarding of the contract.

It is also possible to import catalogues of items into the system which for users within the same organisation to purchase. Documents can be raised or received electronically in conjunction with purchase requests or order fulfilment. The software can also manage supplier relationships and contracts, through optional modules within the WebProcure software

Organisations who use WebProcure 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 and sourcing processes, as well as importing catalogue items for the organisation to purchase from. Optional modules allow the management of supplier relationships and contracts.

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).

If the Contract Management module is used, 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.

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 WebProcure.Support@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

Other than one specific cookie identified below, all the WebProcure cookies use 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.
WPSSOAuthCookie	Strictly Necessary	This is an essential session cookie which identifies your web browsing session to our server.
<SESSIONID>	Strictly Necessary	This is an essential session cookie which identifies your web browsing session to our server. The name of the cookie is a randomly-generated session identifier, so it will change each time a user logs into the WebProcure application.
PerformanceCookiePreference_	Strictly Necessary	This essential cookie stores your non-essential cookie preference. Once set, this cookie is set to expire 20 years after the current date.
_utma _utmb _utmc _utmt _utmz	Optional	These non-essential session cookies provide us with web site analytics which we can use to improve how the site works.