Primavera Submittal Exchange

Administration Guide

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Managing Personal Information (PI)

About Consent Notices

Consent notices enable you to convey to your users how personal information (PI) is collected, processed, stored, and transmitted, along with details related to applicable regulations and policies. Consent notices also alert users that the action they are taking may risk exposing PI. Submittal Exchange helps you to ensure that you have requested the appropriate consent to collect, process, store, and transmit the PI your organization holds as part of Submittal Exchange data.

Consent notices should:

- be written in clear language which is easy to understand.
- provide the right level of detail.
- identify the purpose and legal basis for your collection, processing, storage, and transmission of PI.
- identify whether data will be transferred to named third parties.
- identify PI categories and list the data which will be collected, processed, stored, and transmitted.

About Personal Information

Personal information (PI) is any piece of data which can be used on its own or with other information to identify, contact or locate an individual or identify an individual in context. This information is not limited to a person's name, address, and contact details. For example a person's IP address, phone IMEI number, gender, and location at a particular time could all be personal information. Organizations are responsible for ensuring the privacy of PI wherever it is stored, including in backups, locally stored downloads, and data stored in development environments.

Cookies Policy in Submittal Exchange

Cookies are small text files that are placed on your computer, smartphone or other device when you access the internet.

When you use Submittal Exchange, the server may generate cookies and send them to your browser. The cookies are stored, either temporarily by the browser, or permanently until they expire or are removed manually. Oracle might use cookies for authentication, session management, remembering application behavior preferences and performance characteristics, and to provide documentation support.

Also, Oracle might use cookies to remember your log-in details, collect statistics to optimize site functionality, and deliver marketing based on your interests.

Your Responsibilities

Information security and privacy laws can carry heavy penalties and fines for organizations which do not adequately protect PI they gather and store. It is your responsibility to configure consent notices before they are required. You should work with your data security and legal teams to determine the wording of the consent notices you will configure in Submittal Exchange.

If a consent notice is declined, it is your responsibility to take any necessary action. For example, you may be required to ensure that the data is not stored or shared.

PI Data in Submittal Exchange

PI may be at risk of exposure in multiple areas of Submittal Exchange, including but not limited to project export, downloaded tables, reports, documents, web services, API, archival reports, project reports, event history, admin logs, project team page, all access logs, user list, and my account page.

Configuring Consent Notices

To configure consent notices for a project:

1. From the top navigation bar, select **Project Index**.
2. Select a project.
3. Select the **Preferences** tab.
4. From the **Project Preferences** page under the **Consent Notice Settings** section, select from the following options:
   a. Select the **Content for Consent Notices** checkbox to enable consent notices.
   b. If you selected the **External Privacy Policy Web page** option, enter the URL that points to your organization's privacy policy.
   c. If you selected the **Configure Privacy Policy page** option, enter and format the text for the consent notice.

   > **Note**
   >
   > Work with your data security and legal teams to determine the wording of the consent notice.

5. Select the **Reset consent for all users** option, if you require users to accept consent again.
6. Select the **Provide consent on behalf of all existing users** option, if you will be providing consent for all existing users associated with this project. Existing users will not be required to provide their consent, only new users will be given the option to accept the consent notice.

> **Note**
>
> If you have provided consent on behalf of other users, it is your responsibility to ensure the consent has been provided by the users through other means.

7. Click **Save Changes.**

Auditing Consent Status

Event Tracking

Use the **Admin Event Tracking** log to view the status of consent acceptance for all users across all projects. This log is visible only to administrators.

To access the Admin Event Tracking log:

1. From the top navigation bar, select **Admin**.
2. From the **Admin Dashboard** page under **System Logs**, select **Admin Event Tracking**.

Event History

Use the **Event History** log to view the status of consent acceptance for all users within a project. Project leaders and administrators can view this log.

To access the Event History log:

1. From the top navigation bar, select **Project Index**.
2. Select a project.
3. Select the **Event History** tab.