

Unit4 Receipt Recognition Service – Privacy Statement

Unit4 Receipt Recognition Service

This concerns the Unit4 Receipt Recognition Service (“**URRS**”) relating to Unit4 Travel and Expenses software service (“**Service**”) and mobile application (“**App**”).

Collection and Use of Personal Information

“**Personal Information**” is data that can be used to identify or contact a single person.

“**Sensitive Personal Information**” is data that reveals racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership or health or sex life.

You may be asked to provide to Unit4, or Unit4 may access, your Personal Information anytime you utilize this App. Unit4 and members of the Unit4 group of companies (“**Unit4 Group**”) may share this Personal Information with each other and use it in a manner consistent with this Privacy Policy.

They may also combine it with other information to provide and improve Unit4 products, services and content. You are not required to provide the Personal Information to Unit4 via the App and you can choose not to by indicating you will not “Use Unit4 Receipt Recognition Service” and entering all expense information manually. However, if you chose not to do so, Unit4 will not be able to provide you with the services connected with the URRS and the App or the full functionality of the corresponding Service.

Here are some examples of the types of Personal Information Unit4 may collect and how Unit4 will use it:

What Personal Information Unit4 collects

- When you submit a receipt for processing within the App and associated Service, Unit4 may collect a variety of information, including (but not limited to) your name, mailing address, phone number, email address, contact preferences,, location and (to the extent disclosed on the receipt) your credit card information.
- We may also collect (non-personal) information including (but not limited to) your occupation, language, post/zip code, area code, unique device identifier, referrer URL, location, and the time zone where the App or Service is used so that we can better understand end user behavior and improve our products and services.

How Unit4 uses your Personal Information

- Unit4 takes your Personal Information as it exists on images of receipts. This information arrives into the Customer Organization’s environment of the Service. The Service will recognize the information contained in those receipts. The Service operates on the Microsoft Azure computing infrastructure and trains itself in the recognition of receipts of different users and different customers. The Service will send detected information back to you for confirmation via the App. The Service stores the unprocessed expense receipt, the detected information and your feedback data and utilizes these to help the program learn and do better next time.
- Unit4 may also use Personal Information to help us create, develop, operate, deliver, and improve our products, services, content and send you important notices.
- Unit4 may also use Personal Information for internal purposes such as auditing, data analysis, and research to improve Unit4’s products, services, and customer communications.
- Unit4 also collects data in a form that does not, on its own, permit direct association with any specific individual. If Unit4 does combine non-personal information with Personal Information the combined information will be treated as Personal Information for as long as it remains combined.