

Bid Express service at [www.bidexpress.com](http://www.bidexpress.com)

Personal Information	Who is personal information collected from?	Why does Infotech collect this information?	Why does the Bid Express service use this?	How long is this information kept?
Business Name  Displayed in Appia, Bid Express, Doc Express and Signet	User	The Bid Express service - on Plan Holder Lists (both vendor + owner-agency), with solicitation data, Q & A (owner-agency only), and post-bid opening reports. - if the plan holder list is made public by the agency  Custom components - Owner-agency defined criteria can request the entry of this information. This can also be auto-populated from the User's account information per agency settings.	Business names are used to identify the businesses taking specific actions in the service - what company a vendor is with when they add their business to a plan holder list, what company a vendor has asked a question from, what company has successfully submitted bids electronically through the service.	ITI managed data - account deletion  Owner-agency owned - length of agreement (solicitation data)
User Name	User	The Bid Express service - on Plan Holder Lists (owner-agency only) and post-bid opening reports.  Custom components - owner-agency defined criteria can request the entry of this information. This can also be auto-populated from the User's account information per agency settings.	User name information is displayed to owner-agencies to identify who is performing an action for a business such as bid submission.  The User name information is also shown to owner-agency members who have enabled electronic signature bidding to allow comparison between the individual signing the bid and the account holder.	ITI managed data - account deletion  Owner-agency owned - length of agreement (solicitation data)
Home or other Physical Address	User	The Bid Express service - on Plan Holder Lists (both vendor + owner-agency), with solicitation data, and post-bid opening reports - if the plan holder list is made public by the agency  Custom components - Owner-agency defined criteria can request the entry of this information. This can also be auto-populated from the User's account information per agency settings.	To clearly identify businesses using the service.	ITI managed data - account deletion  Owner-agency owned - length of agreement (solicitation data)
Email Address	User	Displayed in The Bid Express service plan holder lists (owner-agency view)  Custom components - Owner-agency defined criteria can request the entry of this information. This can also be auto-populated from the User's account information per agency settings.	Identifies who to contact when a member of a vendor business has added the business to a plan holder list  Notifications are sent to this email address when the User opts in for specific notifications or selects a solicitation for bidding.	ITI managed data - account deletion  Owner-agency owned - length of agreement (solicitation data)

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Telephone Number	User	<p>Displayed in The Bid Express service plan holder lists (owner-agency and vendor view) per solicitation - if the plan holder list is made public by the agency</p> <p>Custom components - Owner-agency defined criteria can request the entry of this information. This can also be auto-populated from the User's account information per agency settings.</p>	Used as a method of contacting the vendor business who has been added to a plan holder list	<p>ITI managed data - account deletion</p> <p>Owner-agency owned - length of agreement (solicitation data)</p>
Social Security Number	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
Passport Number	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
Driver's License Number	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
Bank Account Number	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
Credit or Debit Card Number	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)

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<p>Personal and Physical Characteristics,</p> <p>Includes Photographic Image, Fingerprints, Handwriting, Signatures, Other Biometric Data</p>	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
<p>Financial Information</p> <p>Includes Banking Information, Credit Card Information, Financial Statements, etc.</p>	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)
<p>Commercial Information</p> <p>Includes Information that the Individual Uses to Make Money and the Individual Would Consider Sensitive.</p>	User	Custom components - Owner-agency defined criteria can request the entry of this information.	The Bid Express service doesn't gather and use this information for any purpose. It is at the owner-agencies' discretion how they use the information that is gathered in their bid forms.	Owner-agency owned - length of agreement (solicitation data)