MobileXpense is a service provider that offers travel and expense management services to companies. As part of its services, MobileXpense develops applications (web, mobile) offering employees of its customers an easy way to enter travel and expense related data and allows expense reporting on the go.

This Privacy Statement relates solely to the processing of your data through the web and mobile applications of MobileXpense. MobileXpense uses these data only to provide travel and expense management services to you, your employer, your principal or the company you work for or you provide services for (hereafter “your employer”).

The personal data processed by MobileXpense are:

- **End-users personal information:**
  - name;
  - email;
  - phone number;
  - cost centre;
  - department;
  - bank account;
- **Travel data (time, location, suppliers);**
- **Business expenses (suppliers, expense notes, amount, time);**
- **Credit cards data.**

More specifically, the Mobile App must use the geo-tracking function and access to the mobile phone camera and the internal phone storage in order to properly operate (e.g. capture the expense, merchant enrichment or share the tracking).

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1 Data processed by MobileXpense are either (1) entered in the MobileXpense interface by the end-user him/herself; (2) master data provided by the employer; or (3) data feed from third-parties authorized by the employer (e.g. OBT, banks). MobileXpense could potentially process additional personal data upon employer’s request.
Your employer hence remains the data controller of your personal data. MobileXpense, as a data processor, will process your personal data on its behalf. This means that your employer is among other things responsible for providing you with information on how your personal data will be handled. For information on how your employer handles your information in general, please consult your employer’s privacy policy.

Via this Privacy Statement MobileXpense wants to explain how your personal data are processed in the applications without prejudice to the obligations of your employer, who is ultimately responsible for providing you all necessary information.

The information you provide via the applications will be used by MobileXpense to provide your employer with travel and expense management services. More specifically, but depending on the service package of your employer, your data can be used by your employer for reporting and approving expenses, for cash advance management, to calculate daily allowances, for mileage allowances management, for expense analytics, etc.

All information will be treated as confidential and MobileXpense will use its best efforts to secure your personal data adequately. Your information will be stored at a MobileXpense EU-based datacenters, and may be transferred to countries other than your country of residence.

Your data will be retained in MobileXpense’s systems for as long as your employer remains our customer or until your employer asks MobileXpense to return or delete your data. By default all restricted and personal data are retained ten years.

Under EU data protection laws, you have several rights:

- to ask your employer about the processing of your personal data, including the right to be provided with a copy of your personal data held by your employer. All data that you provided to your employer via the MobileXpense applications can be consulted in the applications themselves;
- to request the correction and/or deletion of your personal data, or object to the processing of your personal data;
- to receive the personal data that you have provided to your employer in a structure, commonly used a machine-readable format and to transmit those data to another controller without any hindrance, if the processing is carried out by automated means;
- to complain to a competent supervisory authority, or to a court of law, if your data protection rights are violated or if you have suffered damage as a result of unlawful processing of your personal data.

Some of the above rights may be subject to conditions and/or exceptions. Please contact your employer, if you would like to exercise any of these rights.