KNOWLEDGE BASE ARTICLE

My Tasks: Required Permissions, Privacy and Security

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Overview

My Tasks collects your tasks from several **Microsoft 365** services and, optionally, from **Azure DevOps**. To do that it needs access to those services, and this access is requested in the standard way for **SharePoint** Framework solutions: the solution package declares the API permissions it needs, and a **tenant** administrator approves them once for the whole tenant.

This article lists the permissions, explains how to approve them, describes whose rights are used when the data is read, and states what the **web part** stores and where. It is intended for tenant administrators, security officers and **site** owners who must answer the question "What does this web part do with our data?".

Requested permissions

The solution package contains two web parts, **My Tasks** and **Azure DevOps Query**. Together they request the following API permissions:

API	Permission	What it is used for
Microsoft Graph	**User.Read**	Basic information about the signed-in user.
Microsoft Graph	**User.ReadBasic.All**	Resolving the display names of the authors of Planner tasks, so that the **Author** column shows a name instead of an identifier.
Microsoft Graph	**Tasks.ReadWrite**	Reading the tasks assigned to the user in Microsoft Planner, Microsoft To Do and the flagged e-mail **list** (the **Outlook** source).
Azure DevOps	**user_impersonation**	Calling the Azure DevOps **REST API** on behalf of the signed-in user. Needed for the **Azure DevOps** source of My Tasks and for the **Azure DevOps Query** web

API	Permission	What it is used for
		part.

All of these are *delegated* permissions: they work only in the context of a signed-in user and never give the web part rights of its own beyond what that user already has.

Note

You need to approve a permission only when you use the matching data source. The SharePoint and Project sources do not need any Graph or Azure DevOps permission. However, the permission requests belong to the solution package, so they are shown in **SharePoint admin center** together, and it is simplest to approve all of them.

How a tenant administrator approves the permissions

After the solution has been added to the **App Catalog** and deployed (see KB10035. How to Install a Vitextra Product in SharePoint Online), the permission requests wait for approval. To approve them:

1 Sign in to the **Microsoft 365 admin center** with an account that has the Global Administrator role, and open **SharePoint admin center**.
2 In the left navigation, expand **Advanced** and select **API access**.
3 On the **Pending requests** tab, find the requests from the **Vitextra My Tasks** package: Microsoft Graph (**User.Read**, **User.ReadBasic.All**, **Tasks.ReadWrite**) and Azure DevOps (**user_impersonation**).
4 Select a request and choose **Approve**. Confirm the dialog. Repeat for every request.
5 Switch to the **Approved requests** tab to check that all of them are listed.

Users do not see a consent prompt for these permissions. After the approval the web part works for all users of the tenant. If you update the solution later and the new version needs additional permissions, they appear again on the **Pending requests** tab; see KB10050. How to Update a Vitextra SPFx Solution in SharePoint Online.

Warning

An approved permission applies to all SharePoint Framework solutions in the tenant, not only to My Tasks. Review the **Approved requests** tab regularly, as you would for any other solution. If a permission is rejected or not yet approved, the corresponding source returns no tasks, and the Azure DevOps sources show an error about the access token or consent.

Whose rights are used

Nothing in My Tasks runs with elevated or shared service rights. Every call is made from the user's browser in the context of the signed-in user:

- **Planner, To Do and Outlook** – the tasks are requested from Microsoft Graph for the current user ("my tasks"). A person never sees the tasks of colleagues.
- **SharePoint and Project** – the tasks are found with the SharePoint Search REST API in the context of the current user. Security trimming applies: search returns only the items the user is allowed to open.
- **Azure DevOps** – the Azure DevOps REST API is called as the signed-in user, so the user sees only what he or she can already see in Azure DevOps. Changes made with the quick actions of the **Azure DevOps Query** web part need edit rights in Azure DevOps and are recorded in the work item history under the user's name.

The web part does not change your tasks

The **My Tasks** web part only *reads* tasks. It does not create, edit, complete or delete tasks in Planner, To Do, Outlook, SharePoint, Project Online or Azure DevOps. The permission name **Tasks.ReadWrite** is the name of the scope in Microsoft Graph that covers Planner, To Do and flagged e-mail tasks; the web part uses it for reading only.

The only **feature** that can write data is optional: the **Quick actions** of the **Azure DevOps Query** web part (change state, assign, set a due date, add a comment). They are turned off by default and work only with the rights of the user in Azure DevOps. See KB10306. Azure DevOps Query Viewer: Quick Actions (Change State, Assign, Set Due Date, Add Comment).

What is stored and where

- **On Vitextra servers** – no task data is stored. The tasks are loaded by the browser directly from Microsoft 365 or Azure DevOps and are displayed in the page.
- **In the browser (localStorage)** – personal **view** settings of each user: sort column and direction, the **Due Date** quick filter and the filter selections of **My Tasks**, and, for the

Azure DevOps Query web part, the chosen columns and grouping of each query. The settings are kept per web part instance in the browser and on the device where they were made; they are not synchronized between devices and are removed when the browser data is cleared.

- **In the browser (sessionStorage)** – the last loaded list of tasks of **My Tasks** is kept for the current browser tab session for up to 15 minutes, so that the list appears instantly the next time; it is used only while the data source configuration is unchanged and is refreshed in the background. The cache disappears when the tab is closed.
- **In SharePoint** – the web part settings (data sources, columns, limits and so on) are stored in the properties of the web part on the page, like any other SharePoint web part.

Tip

On a shared computer, clear the browser data of the SharePoint site (or use a private window) after work: this removes the cached task list and the personal view settings. See also KB10293. My Tasks: Filtering, Sorting and Personal View Settings.

Telemetry and licensing

Like other Vitextra products, My Tasks checks the license of your tenant and reports usage of the web part. The license check reports the tenant and the license state, which are shown in the **About** group of the property pane (**Trial version**, **Active**, **Expired**, **Suspended**, **Canceled**). The telemetry and the license check do not store the content of your tasks on Vitextra servers. For purchasing and activation, see KB10206. Vitextra Licensing and Account: How to Buy and Activate a License.

The product also works in **Microsoft Teams** in the same security model; see KB10301. How to Add My Tasks to Microsoft Teams.

If the permissions are approved and tasks are still missing, go to KB10307. Why Are My Tasks Missing or Not Loading?.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

Azure DevOps
Azure DevOps Services (formerly Visual Studio Team Services) is a cloud-based product that provides version control, requirements management, automated pipelines for builds and releases, and testing capabilities.

Feature
A feature is a set of SharePoint elements (artifacts), such as site columns, content types, web parts, application pages, custom actions, list templates, list instances, and others.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft 365 Admin Center
The Microsoft 365 admin center is the web portal where administrators manage users, groups, licenses, domains, billing, and services for a Microsoft 365 tenant.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active

Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

REST API
REST API (Representational State Transfer Application Programming Interface) is a standardized way for software applications to communicate over the internet. It enables clients to request and manipulate data on a server using standard HTTP methods such as GET, POST, PUT, and DELETE. REST APIs are widely used for building web services that are scalable, flexible, and can be accessed by various client applications.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center
The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant

holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.