KNOWLEDGE BASE ARTICLE

Where Vitextra Products Store Your Data: Privacy, Data Residency and GDPR

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Overview

Before a third-party **web part** is allowed on the intranet, somebody has to answer three questions: where does our data go, who can see it, and what does the vendor receive. This article answers them for the Vitextra products for **SharePoint Online** and **Microsoft Teams** in one place, so that the answers can go straight into a security questionnaire or a data protection assessment.

The statements below describe the current versions of the products as implemented in their source code. Product-specific details are in the articles linked in each section.

Summary for administrators

Question	Answer
Where is business data processed?	In the browser of the user, by scripts running on the **SharePoint** page or in the Teams client
Under whose identity?	The signed-in user. All API permissions are delegated; there is no service account and no app-only access
Where is business data stored?	In the Microsoft 365 locations listed below; browser caches, saved Teams settings and external services are described separately
Do Vitextra servers store your lists, people data, tasks, files or passwords?	No
What do Vitextra services receive?	Technical identifiers for the license check and usage telemetry; for four products, the saved settings of the Teams personal app; for **RSS** Reader, the addresses of the configured feeds
Does any data leave Microsoft 365 for a third party?	Yes: technical identifiers and settings go to the services below. Configured external content and integrations can make additional connections
Where is the data residency of your	Microsoft 365 content follows the

Question	Answer
content?	storage location of the relevant Microsoft service. Browser caches and data sent to external services have separate locations

How the products process data

Every Vitextra product for Microsoft 365 is a SharePoint Framework solution: a package of scripts that SharePoint loads into the page. The scripts run in the browser of the user and read data through the SharePoint **REST API** and **Microsoft Graph** with a token issued for that user. Consequences:

- **Access follows the API permissions.** Delegated access depends on both the approved scopes and the signed-in user's permissions. SharePoint search filters results by access rights; Outlook address-book visibility is a separate mechanism and does not determine what Microsoft Graph returns.
- **Business content is read by the browser.** Vitextra services also process licensing requests, saved Teams settings and telemetry. RSS Reader sends feed addresses to a Vitextra service that downloads the feed content. These data flows are described below.
- **The API permissions are delegated.** They are approved once by a tenant administrator and are listed in KB10360. How to Approve Microsoft Graph API Permissions for Vitextra Solutions in the SharePoint Admin Center.

Where each product stores data in your tenant

The settings of every web part - which list to show, which columns, which layout - are stored in the *properties* of the web part, inside the page in the **Pages** library of the site. They are readable by everyone who can read the page and are versioned with it. Beyond that, the products use the following storage.

Product	Data created or changed by the product	Location
Absence & Coverage	Absence types, absence requests, balances, substitutions, public holidays, settings	Six SharePoint lists on the site you select: *AbsenceTypes*, *Absences*, *Substitutions*, *Balances*, *Holidays*, *Settings* (see KB10351. Absence &

Product	Data created or changed by the product	Location
		Coverage Lists: What Is Stored Where)
Announcements Carousel	Announcements; the web part adds a *VtxPriority* column to the list	An Announcements list on the site, selected or created by the editor
Questions & Answers	Questions, answers, categories, contacts, comments; the web part adds its columns to the list	A custom list on the site, selected or created by the editor
Quick Poll	Poll questions, options and responses	Two lists created on the site: *Vitextra Quick Poll Questions*, *Vitextra Quick Poll Responses*
Password Vault	The encrypted vault of each user	One file, `vitextra-password-vault.json`, in the application folder of the user's own OneDrive; entries are encrypted in the browser before they are written
Employee Details	Profile fields a user edits about himself or herself: about me, interests, responsibilities, projects, schools, skills, languages, certifications, awards, web accounts	The user's profile in Microsoft Entra ID, through Microsoft Graph; the data belongs to the profile and is visible wherever Microsoft 365 shows it
List Filter Online	Nothing of its own; it reads and, on the user's command, changes items of the connected list (delete, rename, create	The connected SharePoint list or library

Product	Data created or changed by the product	Location
	folder, restore a version, like, create an index)	
Employee Directory, Organizational Chart, My Tasks, Smart Search, RSS Reader, Smart Tiles, **QR Code** Generator	Nothing beyond the web part properties	-

Note

Lists created by a product are ordinary SharePoint lists. They inherit the permissions of the site, appear in **Site contents**, can use supported retention labels, eDiscovery and backup facilities according to your organization's configuration, and remain when the product is removed (see KB10362. How to Remove a Vitextra Solution from SharePoint Online and Microsoft Teams).

Which products write to Microsoft 365

Most products only read. The write operations, all performed with the rights of the user who triggers them, are:

- **Absence & Coverage** - creates and updates items in its six lists (requests, decisions, substitutions, balances).
- **Quick Poll**, **Questions & Answers**, **Announcements Carousel** - create their lists and columns; Quick Poll stores votes, Questions & Answers stores submitted questions and comments.
- **Employee Details** - updates the profile of the signed-in user in Microsoft Entra ID (the fields listed above). It does not change other users' profiles or the attributes managed by HR systems (name, job title, department, manager); for those it offers a change *request*, see below.
- **Password Vault** - writes the vault file to the user's own OneDrive.
- **List Filter Online** - changes items of the connected list only when a user uses the corresponding command.
- **My Tasks** - reads tasks only; the optional quick actions of the **Azure DevOps Query** web part change work items in Azure DevOps (see KB10303. My Tasks: Required Permissions, Privacy and Security).

Employee Directory, Organizational Chart, Smart Search, Smart Tiles, RSS Reader and QR Code Generator write nothing.

Data kept in the browser

Some products keep data in the local storage of the browser to open faster or to remember personal settings. This data stays on the device, is specific to the user's browser profile and is removed when the browser data for the SharePoint site is cleared.

Product	What is kept	How long
Employee Directory	The loaded employee list of the Employee Directory (Entra ID) web part (compressed), the user's favorites	The list is refreshed when older than 24 hours
Organizational Chart	The loaded directory snapshot	Refreshed when older than 12 hours
My Tasks	Personal **view** settings; the last loaded task list (session only)	Task list for up to 15 minutes
List Filter Online	The last applied filter and named saved filters per web part	Until cleared
Smart Search	Saved searches, the last queries (session only)	Until cleared
RSS Reader	The last loaded feed items (session only)	Reused only while no older than 30 minutes; this is not a deletion deadline

Warning

On shared or kiosk computers, the cached employee list of Employee Directory and Organizational Chart is readable by the next user of the same browser profile. Use separate Windows accounts, a private window or a policy that clears site data at sign-out.

What is sent to Vitextra services

The products contact Vitextra for the following purposes. None of these requests contains SharePoint list items, documents, people data, tasks or passwords. These requests contain no personal data.

Purpose	Products	What is sent	Where
License check	All	Tenant ID, the object ID of the user account in Microsoft Entra ID, the address of the site, the identifier, name and version of the product	`vitextra.com`
Teams personal-app settings	Employee Directory, Organizational Chart, RSS Reader, Absence & Coverage	The web part settings that an administrator saves with **Save Settings** in the **Personal app (Microsoft Teams)** group - layout and display options, for RSS Reader the list of feed addresses - stored per tenant and product so that the personal app in Teams can read them	`vitextra.com`
Feed service	RSS Reader	The addresses of	`vitextra.com`

Purpose	Products	What is sent	Where
		the configured feeds, together with the identifiers of the license check; the service downloads the feeds and returns the items to the browser	
Usage telemetry	All	An event when a web part loads: product name and version, the ID and address of the site, the object ID of the user account, the interface language and whether the web part runs in Teams; and technical details of errors (product, version, site address)	Azure Application Insights
Product files	All	An ordinary file request: the scripts and icons of the web parts are downloaded from the Vitextra content delivery network	`static.vitextra.com`, `vitextra-storage.azureedge.net`

In these requests the user is identified by the object ID of the account - a GUID - not by name or e-mail address. The processing of this data by Vitextra is described in the Privacy Policy; for a data processing agreement or a completed security questionnaire,

contact Vitextra support.

Note

Feed content is retrieved by the Vitextra feed service. Images in feed items may load directly from external hosts in the browser. The service receives feed addresses and request identifiers; feeds accessible only inside your network are unavailable.

Third-party hosts

Outside Microsoft 365 and Vitextra, a web part connects to another host only in these configurable cases:

- **Smart Tiles** - a tile that points to a YouTube video loads its thumbnail from `img.youtube.com` and plays it in an embedded player from `www.youtube.com`.
- **Questions & Answers** - an answer with a video address embeds the player of `www.youtube.com` or `player.vimeo.com`.
- **My Tasks** - an Azure DevOps source connects to `dev.azure.com` and `app.vssps.visualstudio.com` as the signed-in user.
- **Employee Details** - if an administrator configures a change request address, the web part posts profile change requests (the employee, the manager, the attribute, the old and new values, a comment) to that address; typically a **Power Automate** flow or a Logic App of your own.
- File-type icons are loaded from Microsoft's content delivery networks (`res.cdn.office.net`, `static2.sharepointonline.com`, `spoprod-a.akamaihd.net`).

Other connections depend on the configured image and content URLs, including images in RSS items.

Data residency and GDPR

- **Content stays where it is.** Lists, files, profiles and vault files are stored by Microsoft 365 in the geo location of your tenant. Vitextra does not move, copy or index them.
- **What Vitextra holds about your tenant** is limited to the technical data above: the Tenant ID with its license status and subscription, the saved Teams settings of four products, and telemetry records. You can ask for the deletion of these records when you stop using the products.
- **Account data.** The Vitextra account used to buy and manage subscriptions (name, e-mail, billing details) is governed by the Privacy Policy and the Terms of Service; payments are processed by Stripe.
- **Roles.** For the data in your tenant you are the controller and Microsoft is your

processor; Vitextra does not become a processor of that data because its software never receives it. For the technical identifiers sent to Vitextra services, the Privacy Policy describes the purpose and retention.

Network requirements

If outbound connections from the users' network are restricted, allow HTTPS to:

- `vitextra.com` - license check, Teams settings, RSS feed service;
- `static.vitextra.com`, `vitextra-storage.azureedge.net` - scripts and icons of the web parts;
- the Azure Application Insights ingestion endpoints of Microsoft Azure - telemetry (optional: if blocked, the web parts work without it);
- the Microsoft 365 and Microsoft Graph endpoints your tenant already uses.

Without the content delivery network the web parts cannot load. Without `vitextra.com` the web parts work, but the **About** group shows no license status and RSS Reader shows no items.

Terms

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.

Power Automate
Microsoft Power Automate is a cloud-based service that allows users to create automated workflows between applications and services. It enables the automation of repetitive tasks and processes, such as data collection, notifications, and approvals, without the need for extensive coding knowledge.

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

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.

RSS
RSS (Really Simple Syndication) is a popular web feed format used to deliver updates from websites to users and applications in a standardized, machine-readable format. This format is commonly used for distributing news articles, blog posts, and other frequently updated content.

SharePoint

Terms

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 Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

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.