

## Commercial Software Limited - Privacy policy

This statement explains the information we collect about users of the Website and how it will be used by us.

We collect details provided by visitors seeking access to the ability to download information about our products. We also collect details provided by applicants for employment with us. Please tell us as soon as possible if any of your personal details change so that we can ensure our records are up to date.

We will use the details provided by you for access to the ability to download information about our products for the purposes of monitoring access to information being sought about our products and identifying persons who have expressed an interest in any product or in any other information we may make available. We may use your personal information to notify you of events, publications or other information we believe may be of interest to you. If you do not wish us to make such use, please e-mail us at [info@commercialsoftware.co.uk](mailto:info@commercialsoftware.co.uk). We shall remove you from our database as soon as practicable thereafter.

We will use the details provided by applicants for employment solely for the purposes of assessing suitability for employment.

We will use reasonable endeavours not to pass your details on to anyone else. We will not sell or otherwise give away information we hold about you unless required to do so by law. However, you should note that accessing any other web site via links on the Website may mean your information can be used by the operator of that web site. You are advised to check the privacy policy of that web site.

Commercial Software Limited is registered as a Data Controller in accordance with the Data Protection Act 2018 and the UK GDPR and our Registration Number is Z8004008.

Under the Data Protection Act 2018 and the UK GDPR you have a right to view the details we hold about you. Should you wish to obtain a copy of this information please address requests to us by e-mail to [info@commercialsoftware.co.uk](mailto:info@commercialsoftware.co.uk) or by post, addressed to the Information Officer, to the address below. We are entitled under the Act to charge a reasonable fee for this service.

Your personal details will be retained by us for as long as necessary to fulfil the purposes for which the information was collected, or as required by law. This means that as the purposes for which we process your personal information are continuing, we do not, typically, intend to delete this information unless you request us to do so.

We will notify changes to this policy by displaying them on this web page.

### Cookies

A "cookie" is a small piece of text that a Web site places in the cookie file of your browser and that allows the site to remember who you are. Cookies cannot be used to run programs or deliver viruses to your computer. Commercial Software Limited only uses cookies in accordance with applicable laws.

Cookies by themselves do not tell us your email address or otherwise identify you personally. If you visit a Commercial Software Limited web site, we use cookies to compile aggregate statistics to help us determine what areas of the site visitors prefer.

If you subsequently register with a Commercial Software Limited web site, this information may be linked to a cookie in order to enhance and personalize your online experience (e.g., by welcoming you back when you return or providing you access to your registration information).

You have the choice of deciding whether to accept cookies or not. You can set your browser to notify you when you receive a cookie or to reject cookies. However, please be aware that if you do not accept cookies, you may not be able to fully experience some of our Web site features.

#### Web beacons

A web beacon is a small image file on a web page that can be used to collect certain information from your computer, such as an IP address, the time the content was viewed, a browser type, and the existence of cookies previously set by the same server. Commercial Software Limited only uses web beacons in accordance with applicable laws.

You have the option to render some web beacons unusable by rejecting their associated cookies. The web beacon may still record an anonymous visit from your IP address but cookie information will not be recorded.

In some of our newsletters and other communications, we may confirm a recipient's email address through embedded links within the messages. We collect this information to gauge user interest and to enhance future user experiences.

#### **Website details:**

This website is operated by Commercial Software Limited, registered in England & Wales No. 1753155 at:

Units 1 & 2  
Bridge Road Business Park  
Haywards Heath  
RH16 1TX