



## Privacy Notice



**COM Software Ltd. T/as Mission Software**  
Web, Programming & Development  
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## **PRIVACY**

The privacy of our users is important to us and we take care to safeguard it. This policy explains how we use your personal information and elaborates on our Data Protection notice (which is displayed at the point of user registration).

### **WHAT INFORMATION DO WE COLLECT?**

When you place an order, we will collect the information necessary to provide our service to you which includes, your name (and delivery name if different), email address, billing address (and delivery address if different) payment details and contact phone number. We will also keep a record of which products you are interested in and which products you purchase.

### **WHAT DO WE USE PERSONAL INFORMATION FOR?**

We want to provide a service which is personalised to each of our visitors. We also want to give you control of what information you receive as a result of registering with us. Delivery details and a contact telephone number will be passed to our couriers in order that they can arrange for the dispatch of goods to you. Payment details will be collected by our payment service provider. Your details will never be given to any other third party without your consent.

### **CONTACTING YOU FOR OTHER PURPOSES**

We may contact you about other special offers, events and services which we think will be of interest to you from time to time by email, telephone, or other electronic messaging service - but only if you choose to provide these contact details and request that we contact you about such offers and services by ticking the relevant box in your profile. We may contact you occasionally about our surveys, or competitions; but we will never bombard you with rubbish.

### **INFORMATION COLLECTED AUTOMATICALLY**

We automatically collect information about your visit to our site. This information is used to make your visit to our site more efficient and to help us follow browsing preferences on our site so that we can make regular improvements. Our external web host may also automatically log your IP address, a unique identifier for your computer or other access device.

### **INFORMATION REQUESTS**

You can ask for a copy of the information we hold about you at any time (for which we may charge a small fee). We will also correct any inaccuracies in your information at your request.

### **CHANGES TO THIS PRIVACY POLICY**

If we make changes to our Privacy Policy that affect how we handle your data, we will let you know by email. You can check our Privacy Policy at this page at any time.

## CONTACT

If you have any questions regarding our privacy policy, please don't hesitate to contact us at: [info@missionit.net](mailto:info@missionit.net).

## COOKIES

We want to make services we delivered on the internet easy and our content richer and relevant. This sometimes involves placing cookies on your computer or mobile device.

Cookies are simple pieces of data stored on your hard drive. They are safe as they cannot be used to disseminate viruses and they can't be executed as code.

Cookies we use cannot be used to identify you personally as no personal information such as telephone numbers or email addresses are stored within these cookies.

## COOKIES USED ON OUR WEBSITE

We will save the following cookies on your computer:

### OPERATIONAL COOKIES

- **UserId** - used to track your 'Shopping Cart' entries.
- **ASPSESSION** - used to store the session id of a user. The data is stored on the server and not in the cookie. These cookies are set to expire as soon as a user quits their browser. Both of these cookies are required for our site to operate and do not contain personal data. We therefore consider these cookies necessary in order to provide a service to the user.
- **acceptcookie** - used to tell us that you accept cookies.

## **STATS COOKIES**

We use Google Analytics to collect statistical data about our visitors. We collect this information in a way that does not identify you and the data is not shared with anybody else.

- **\_\_utma** Keeps track of the number of times a visitor has been to the site pertaining to the cookie, when their first visit was, and when their last visit occurred.
- **\_\_utmb** Records moment in time when a visitor enters a site and expires at the end of the session.
- **\_\_utmc** Records moment in time when a visitor leaves a site and expires after 30 minutes.
- **\_\_utmz** Keeps track of where the visitor came from, what search engine was used, what link was clicked on and what keyword was used.

Information on how to opt out of being tracked by Google Analytics across all websites and Google use of cookies:

[Google Analytics Opt-out](#)

[Google privacy pages](#)

## **THIRD PARTY COOKIES**

Our site has a number of pages with embedded videos or other content from a third party. Cookies placed on your computer or mobile device from a third party are not related to our website.

We do not control how a third party uses their cookies. Please check third party websites' privacy policies:

### **FaceBook Data use policy**

You could also delete cookies from your device and change cookies setting in your chosen browser - [How to delete cookies](#).