Cookie Policy

This cookies policy applies to all software solutions developed by Soutron Ltd. Below, we set out necessary cookies which are required to use our services, any additional cookies are optional and may be disabled if you wish to do so.

Please refer to our general cookie policy which applies to our websites: https://www.soutron.com/cookie-policy/

1.   What are cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit a website. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

2.   How do we use cookies?

Generally speaking, there are a few reasons why we may use cookies:

- Cookies that are strictly necessary for the website to function and to enable you to make use of the services we provide;
- Cookies that collect data related to the use of our websites and their individual performance. We use this information to improve our online products and services;
- Cookies that are placed by third parties for enhanced services, such as social media cookies or embedded video tracking.

3.   Strictly necessary cookies

These are cookies which are required in order to allow the site to function correctly and cannot be disabled if you wish to use our application. The cookie-related information is not used to identify you personally and the pattern data is fully under our control. These cookies are not used for any purpose other than those described here.

Purpose	Cookie name	Data collected	Cookie expiry
Authentication session cookie	.GLMS20ASPXFORMSAUTH	Anonymous identifier	At end of session
Authentication cookie	.ASPXANONYMOUS	Anonymous identifier	70 days
Session cookie	ASP.NET_SessionId	Anonymous identifier	At end of session
Name of office in the system the user is associated with	Office	Office Name	24 hours
Name of the OPAC as user is permitted to access to provide the correct search environment	Opac	OPAC Name	24 hours
Used to disable Google Analytics tracking until user accepts cookies	ga-disable-UA-*	Anonymous identifier	When Cookies are accepted by user

4.   Optional & Third-party cookies

Some of our applications may use additional cookies if you log in to the application to allow us to handle sessions efficiently. Additionally some sites use analytics cookies to allow administrators to keep track of site usage. Also, some sites may embed videos in our pages which use a cookie to anonymously gather statistics on how you got there and what videos you visited. We do not provide any personal information to third parties that place cookies on our website. We do not have access to or control over cookies or other features that third-party sites may use. The information practices of these third parties are not covered by our Privacy or Cookie Statement. Please contact them directly for more information about their privacy practices.

Examples of cookies used by third parties may include Twitter, Facebook, Google Analytics, Vimeo and YouTube.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

5.   How to control cookies

You can control and/or delete cookies as you wish – for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.