



Coverys Managing Agency Ltd

COOKIE POLICY

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DOCUMENT CONTROL

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1. About us

This Cookie Policy references to 'we' or 'us' or 'our' or 'CMAL' are to Coverys Managing Agency Limited.

When using our websites, this Policy should be read alongside, and in addition to, the website terms and conditions and the Privacy Policy on the website.

2. What are cookies?

A cookie is a small file placed onto your computer or mobile device by the web browser that enable features and functionality of that website. They are used to make websites work, or work more efficiently, and to provide information to site owners.

We use cookies for a variety of reasons, such as to:

- keep your settings within a browsing session;
- allow you to use our Sites more conveniently;
- enable login;
- speed up employee's searches;
- allow us to improve and update our Sites.

Transmitted cookie data or cookie storage does not grant us access to your computer or any information about you, other than the data you choose to share with us (through explicitly requested access or services).

CMAL also works with third parties in providing you services through our websites and they may set a cookie on your computer as part of this arrangement. These cookies facilitate seamless access to areas of the Site which are administered by the 3rd party or track usage to continuously improve our offering.

The majority of cookies are deleted as soon as you close your browser; these are known as session cookies. A session cookie is essential to ensure the correct functioning of CMAL sites. These are used to provide seamless access to areas of CMAL sites requiring additional authentication – or to track visit specific entries. The data contained within the cookie does not personally identify the user.

Persistent cookies are stored on your computer either until they are manually deleted, or they expire. These cookies are automatically cleared from the computer by the web browser upon expiration. CMAL uses persistent cookies to manage some secure login information when required to allow access to aspects of our Sites.

Individuals can opt in to accept or opt out to decline cookies via adjustment to their Web Browsers default behaviour. Most web browsers default to automatically accepting transmitted cookies and storing them locally. This behaviour can be modified within the Web Browser configuration to decline cookies if you prefer. However, adjustment of these settings may prevent you from taking full advantage of our Sites features.

CMAL further categorised cookies into System, Essential, Editor and Visitor types.

- System cookies are provided by the technology framework used to deliver our content to you, via the Web Browser.
- Essential cookies are required to allow some features of our Sites to work. These are strictly necessary cookies. They enable you to navigate CMAL Sites and use features that are explicitly requested.
- Editor cookies are used during site administration
- Visitor cookies are used to track Site usage to help CMAL improve the Sites offering.

A comprehensive list detailing the cookies in use by CMAL Sites, their purpose, origin and retention policy is detailed at the end of this document. CMAL reserves the right to update this list (together with the rest of this policy) from time to time – without notification.

3. Managing Your Cookie Choice

A cookie is a small file placed onto your computer or mobile device by the web browser. Details on how cookies are managed by your Web Browser are available via the Help sections of your preferred Browsing program. Alternatively – the links below provide details on Web Browser specific cookie management for several the larger Web Browser programs:

Internet Explorer: <http://support.microsoft.com/gp/cookies/en>

Mozilla Firefox: <http://support.mozilla.com/en-US/kb/Cookies>

Google Chrome:

<http://www.google.com/support/chrome/bin/answer.py?hl=en&answer=95647>

Safari: <http://support.apple.com/kb/PH5042>

Opera: <http://www.opera.com/browser/tutorials/security/privacy/>

4. What sites do we operate and what cookies do we use

4.1 DTW S1991

The DTW 1991 (www.dtw1991.com) site and cover holder repository (www.diligence.com) use the cookies listed below for the reasons stated.

Cookie Name : JSESSIONID

Provider: www.diligence.com (Alfresco)

Purpose : This is a session cookie created by Alfresco. It stores information in the form of a session identification and does not personally identify the user.

Expires : It expires when user closes their browser or clears the cookies.

Cookie Name : _alfTest

Provider: www.diligence.com (Alfresco)

Purpose : This is a session cookie created by Alfresco. It stores information in the form of a session identification and does not personally identify the user.

Expires : It expires when user closes their browser or clears the cookies.

Cookie Name : alfLogin

Provider: www.diligence.com (Alfresco)

Purpose : This is a persistent cookie created by Alfresco which is essential to provide secure login to the website.

Expires : It expires in 7 days from creation.

Cookie Name : alfUserName3

Provider : www.diligence.com

Purpose : This is a persistent cookie which allows to repopulate the user name after a user logs out, or the session expires.

Expires : It expires in 7 days from creation

4.2 CMAL and S1975

CMAL and Syndicate 1975 make limited use of the site www.coverys.com. However to review a list of the cookies that may be used together with a description of its purpose, please see the following table.

Cookie Name	Level	Description
CMSCookieLevel	System	Specifies which cookies are allowed by the visitor.
ASP.NET_SessionId	System	Keeps the user session ID for security reasons.
CMSCsrfCookie	System	Store's a security token that the system uses to validate all form data submitted via POST requests. Helps protect against Cross site request forgery .
CMSPreferredCulture	Essential	Stores the visitor's preferred content culture .
CMSPMobileRedirected	Essential	Indicates if the visitor has been redirected to the mobile version of the website by the Mobile device redirection web part.
CMSCurrentTheme	Essential	Stores the name of the current visual theme to provide proper design to the dialog windows.
Webauthtoken	Essential	Live ID authentication cookie.
CMSForumPostAnswer	Essential	Keeps a list of Question-Answer forum posts in which the user voted for an answer to prevent repeated votes.
CMSVotedPolls	Essential	Keeps a list of polls where the user voted to prevent repeated votes.
CMSRatedDocuments	Essential	Keeps a list of pages that the user rated to prevent repeated votes.
CMSShowDesktopVersion	Essential	Indicates that the visitor has switched to the desktop (default) version of the website from a specific device profile.
CMSWindowsUser	Essential	Stores information for users who were imported from an Active Directory domain during authentication.

Cookie Name	Level	Description
.ASPXFORMSAUTH	Essential	Stores the user's encrypted authentication ticket when using forms authentication.
CMSPreferredUICulture	Editor	Stores the preferred UI culture of the user.
CMSViewMode	Editor	Stores the user's current view mode (Edit, Preview, Design, etc.).
CMSImpersonation	Editor	Stores user information when impersonating a different user in the administration interface.
CMSUserWords	Editor	User's custom word dictionary kept by the spell checker.
DisplayContentInDesignMode	Editor	Remembers the user's setting of the <i>Web part content</i> checkbox on the Design tab (for example in the Pages application).
DisplayContentInUIElementDesignMode	Editor	Remembers the user's setting of the <i>Web part content</i> check box on the Design tab of UI elements .
CMSMacroDesignerTab	Editor	Remembers the last active tab of the Edit macro condition dialog .
CMSSplitMode	Editor	Remembers the state of the language version split-view mode when editing multilingual websites.
CMSPreviewState	Editor	Stores the user's latest page design preview preferences.
CMSPropertyTab	Editor	Remembers the last active tab of the Properties section in the Pages application.
CMSViewTab	Editor	Remembers the last active tab of the View section in the Preview mode of the Pages application.
CMSValidationTab	Editor	Remembers the last active tab of the Validation section in the Preview mode of the Pages application.
CMSEdVariantSliderPositions<templateid>	Editor	Remembers the position of the variant slider when defining variants for MVT or Content personalization .

Cookie Name	Level	Description
CMSWebPartToolbarCategory	Editor	Stores the selected web part category on the web part toolbar .
CMSWebPartToolbarMinimized	Editor	Remembers if the user minimized the web part toolbar on the Design tab.
CMSCurrentDeviceProfileName	Editor	Stores the selected device profile when editing pages.
CMSCurrentDeviceProfileRotate	Editor	Remembers whether the device preview uses the landscape or portrait view.
CMSUniGraph	Editor	Stores the user's <i>Snap to grid</i> preference in the advanced workflow and marketing automation designer.
CMSSessionToken	Editor	Stores the token used by the web service that provides the advanced workflow and marketing automation designer.
ABSelectorState<ABtestname>	Editor	Stores the state of the selectors on AB test overview page.
VisitorStatus	Visitor	Indicates if the visitor is new or returning. Used for tracking the <i>visitors</i> statistic in Web analytics .
Source	Visitor	Stores the channel which the user came from (e.g., email, Facebook, Twitter, etc.).
Campaign	Visitor	Stores the web analytics Campaign assigned to the visitor.
TrackedCampaigns	Visitor	Stores all the web analytics Campaigns , which should be tracked within a JavaScript snippet.
UrlReferrer	Visitor	Stores the URL referrer from which the user arrives on the website.
CurrentContact	Visitor	Stores the GUID of the contact related to the current site visitor. Used to track activities on the website.
CMSAB<ABtestname>	Visitor	Used to track conversions for the test and maintain consistent page content for the visitor. Stores the name of the page variant assigned to the visitor,

Cookie Name	Level	Description
		the list of performed conversions and information whether visitor is included in A/B testing specified by an A/B test .
CMSMVT<mvtestname>	Visitor	Stores the combination of variants assigned to the visitor by an MVT test . Used to track conversions for the test and maintain consistent page content for the visitor.
CMSNoTestMVT<templateid>	Visitor	Stores the currently selected MVT combination for editors in the administration interface.
CMSShoppingCart	Visitor	Stores a GUID reference to the user's shopping cart. Allows the system to recover the shopping cart for unregistered customers, even after it is cleared from the cache (for example after an application restart).
CMSBodyClass	Visitor	Body element class to provide accessibility standards.
CMSEd<GUID>Current	Visitor	Stores the current step of Wizard layout web parts.
CMSUserPage	Visitor	Stores the IDs (DocumentID, NodeID) of the last visited page. Used for logging landing and exit page web analytics and activities .
ChatLoggedInToken	Visitor	Stores the login state for the Chat application (indicates if the user is in the online state).
ChatSupportLoggedInToken	Visitor	Indicates if the user is logged in to the support chat.
<Window name>_<Group ID>_roomId	Visitor	Stores bindings between groups of chat web parts and chat rooms (for a specific window or tab).
chat_autoinitchat_displayed_<GUID>	Visitor	Remembers if the <i>Automatically initiated chat</i> web part was shown to the user (prevents multiple chat initiation messages).
chat_kick_roomid_<room ID>	Visitor	Indicates that the user was kicked from the specified chat room (and is not allowed to return).

Cookie Name	Level	Description
StrandsSBS_*	Visitor	Used by the Strands Recommender solely for its own purposes. The cookies are managed on the Strands side.
CMSStrandsTrackEvent_*	Visitor	Stores persistent HTTP context after a page is reloaded. Used for tracking of shopping cart events.
__openid_selector_*	Visitor	Stores OpenId user identification for authentication purposes.
CMSLandingPageLoaded	Visitor	Indicates that the landing page has already been visited and the <i>Landing page</i> activity is not logged again for the current visitor. Expires after 20 minutes and the expiration period of the key is renewed every time the website is accessed again.