Privacy Statement

Terms & conditions

Please read these terms & conditions ("Terms") before proceeding as they explain the legal framework for the information on this website. By accessing this website, you are deemed to have read and accepted these Terms and it is your responsibility to be aware of, and to observe, the applicable laws and regulations of any relevant jurisdiction. Hg reserves the right to modify these Terms at any time.

In the United Kingdom, Hg is the trading name of HgCapital LLP and Hg Pooled Management Limited, both of which are authorised and regulated by the Financial Conduct Authority with the following FCA registration numbers:
HgCapital LLP: 478870
Hg Pooled Management Limited: 122466
In Germany, Hg operates through Hg Advisory GmbH & Co. KG, which provides services directly to Hg.

Privacy Statement

Hg respects your privacy and recognises the importance of protecting the personal information held on the Hive.

This statement sets out the rights that you have in respect of your personal information related to your membership of the Hive. It also details how and what personal information we collect, what purposes we use that information for and who we share that information with.

Information collected via Hive

Hg collects information from you when you interact with us, e.g. when:

- you are an actual or potential consultant and or business partner;
- you are a portfolio company employee;
- you visit Hive;
- you send us an email;
- you upload information such as your profile photo; you include your job title and name on Hive;
- you sign up to our news notifications via the Hive registration form;
- you engage with us on social media;
- you contact us by any means with queries, interests or concerns;

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- you attend, one of our forums or networking dinners;
- you choose to complete surveys we send you; or
- you choose to provide us with your personal information during business encounters, for example completing your profile page in Hive

In its basic form the information that Hg collects on the Hive includes; names, email addresses and job titles. To utilise extended features in Hive, you will be invited to provide further personal information regarding your profile, examples of which may be, provision of a photograph, skills and expertise. The provision of this information is purely optional and of your choice. By providing personal data on the Hive, you consent to Hg holding and processing such data relating to you.

Hg forums and networking events

Hg collects information on past and future attendees and speakers for our portfolio forums and networking events, including name, title, photo and biography. This information is kept in line with our data retention policy and is not shared with any third party for marketing purposes.

Who we share your information with

Hg Group

Hg shares your information within the Hg Group.

Service providers

Hg shares your information with third parties, including Hg group entities, and service providers who need your information in the course of providing services related to the Hive. Where a third party is used for these specified reasons, we will ensure that each such service provider has agreed to protect and maintain the confidentiality and security of information Hg shares with them.

Third party IT providers

Hg engages trusted third-party IT providers. Information will only be transferred to third party IT providers where reasonably necessary to enable us to fulfil the purposes set out in this privacy notice and in the delivery of the Hive platform and we will ensure that those suppliers are subject to agreements regarding the protection of your information.

Transferring information internationally

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The Hive platform provider is a designated "processor" (under the GDPR). Your information will be transferred to a jurisdiction outside the European Economic Area (the "**EEA**") – the US or other jurisdictions outside of the EEA. A jurisdiction like the US may not offer the same level of data protection as in your home jurisdiction and may not be regarded by the European Commission as providing an adequate level of data protection. Where your information is transferred from within the EEA to a location outside of the EEA, care is taken to ensure that the transfer is subject to appropriate safeguards (which may be contractual in nature) in accordance with data protection laws. To obtain a copy of these safeguards, please contact data@hgcapital.com.

Where required or permitted by law
We may disclose your personal information: (a) as required or permitted by, or to comply with, applicable law, regulation, court process, rules of any applicable stock exchange or other statutory or regulatory requirement; (b) respond to requests from or required by any regulatory, supervisory or governmental authorities

Security
We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect.

Retention and deletion
The data we collect will only be retained for as long as it is needed to fulfil the purposes set out in this privacy statement. Deletions will be carried out in accordance with our retention schedule. Any information stored in hard copy format (in paper form) is treated as confidential and will be shredded at the point of deletion.

Your rights
Data protection laws in some countries provide you with various rights. In particular, in the European Union, data protection laws provide rights to:

- **object** to the processing of your information;
  be **removed** from our marketing lists or change your marketing preferences by contacting data@hgcapital.com; and or configuring your own profile preferences in Hive request a **copy** of the information we hold about you;
- **withdraw consent** to our processing of your information (to the extent that such processing is based on consent)
- **restrict** our processing of your information;

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- ask that we **delete** or **correct** the information that we hold about you; and
- ask for personal data you have made available to us to be **transferred** to you or a third party in machine-readable formats.

These rights are not absolute: they do not always apply and exemptions may be engaged. We may, in response to a request ask you to verify your identity and to provide information that helps us to understand your request better. If we do not comply with your request, we will explain why.

To exercise any of these rights, or if you have any other questions about our use of your information, please contact us at data@hgcapital.com.

Contact Us

If you have any questions about this privacy notice, or our privacy related practices, you can contact: data@hgcapital.com

If you are unhappy with the way we have handled your information you have a right to complain to your local data protection regulator:

- In the UK, your local regulator is the Information Commissioner, whose website is available at https://ico.org.uk
- In Germany, your local regulator is the Bavarian Data Protection Authority, whose website is available is https://www.lda.bayern.de

Scope of this Notice

This notice applies to any person that is authorised to utilise the Hg Hive platform and has accepted the 'Terms of Use'.

Updates

Hg may change this policy over time by updating this page. You can determine if the privacy policy has been revised since your last visit by referring to the last update as follows

This privacy statement was updated on 28.06.2018

Cookies

Cookies are small data files that websites generate and ask to store on your computer. Most websites use cookies in one form or another.

They are typically used to:

- remember settings, so you do not have to keep re-entering them whenever you visit a new page;
- remember information you give to a website; and
- measure how you use the website so we can make sure it meets your needs.

To learn more about cookies and how to manage them, visit https://ico.org.uk/for-the-public/online/cookies/.

The cookies used by the Hive platform include:

1. **Cookies set by our web platform, Verint**
   to enable admin functions such as information about your browser settings, to understand which functionality to enable on the site, to remember your choices as well as analysing data to understand your content preference. For example, if you filter a list of information we will remember your choice and default to that selection if you visit the page again. These choices are not tied to any personally identifiable information. Cookies are encrypted.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. Cookies expires after a set amount of time.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

The following cookies are used by the Hive platform:

Cookie	Description	Expiry
.CommunityServer	This cookie is an ASP.NET authentication cookie. It is used to support the login system.	Session-only If "Remember Me" option is selected on login, seven (7) days from login.
AuthorizationCookie:	A Globally Unique Identifier (GUID, e.g., 80FC959D-E916-4C1D-9054-C058450DB32D),	Session-only

	used for security purposes.	
Telligent.Evolution-UI:	Default cookie used for storing values from widgets. This stores the user's view preferences for blog post lists and forum thread lists. Can be disabled via widget code (BlogPostList and ForumThreadList)	Session-only
ThemeConfigration:	Used when a user with theme management permissions is previewing theme changes before making them live.	Session-only
Telligent.Evolution-MediaGallery:	Saves a user's preference for display of a media gallery file list.	Session-only
enable_theme_staging:	Used when staged theme changes are being previewed. Required and set only when previewing is enabled.	Session-only
.te.w:	Stores the device width.	Session-only
Impersonator:	Used when an administrator is impersonating another user.	Session-only