

**Admincontrol Privacy Statement website**

**Classification:** Public

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# 1. Introduction and scope

This Privacy Statement serves as the product-specific privacy notice for Admincontrol AS Website (“Admincontrol”, “we”, “our” or “us”) and explains how we collect, use, share, and protect your personal data when you visit or interact with the Admincontrol websites. This document is designed to comply with Articles 13 and 14 of the EU General Data Protection Regulation (“GDPR”), the UK GDPR, and corresponding national data-protection laws, including the Norwegian Personal Data Act.

Admincontrol AS is a company registered in Norway under organisation number 987 992 883, with its registered office at Dronning Mauds gate 3, 0250 Oslo, Norway. Admincontrol is part of the Euronext Corporate Solutions group of companies (“ECS”), a division of Euronext N.V., providing secure digital governance, collaboration, and data room solutions for corporate boards and management teams.

All terms used in this Privacy Statement shall have the same meaning as defined in the EU General Data Protection Regulation (GDPR), unless otherwise specified.

## Scope

This Privacy Statement applies to all personal data collected through the Admincontrol website, including but not limited to:

- the Admincontrol websites (admincontrol.com and related sub-domains, such as info.admincontrol.com, help.admincontrol.com, shop.admincontrol.com and career.admincontrol.com);
- interactions with Admincontrol through online contact forms, demo requests or support requests;
- registrations for events, webinars or other online activities hosted or promoted by Admincontrol; and
- subscriptions to newsletters, product updates or other marketing communications.

For information about how personal data is processed within the Admincontrol Board Management Platform (app.admincontrol.net) and its connected applications, including AI-assisted functionality, please refer to the separate Admincontrol platform privacy statement.

When you interact with our websites and online channels, Admincontrol acts as data controller and determines the purposes and means of processing your personal data in accordance with applicable data-protection laws.

You may interact with Admincontrol online, for example, when you:

- visit or browse our websites;
- request a demo or further information about our services;
- contact our sales, support or customer-success teams;

- register for or participate in an event or webinar; or
- subscribe to newsletters, updates or other marketing communications.

Admincontrol is committed to maintaining high standards of data protection and transparency in accordance with the GDPR, the UK GDPR, and all other applicable local data-protection laws. For any inquiries regarding the processing of your personal data or to exercise your rights under applicable data-protection laws, please contact the Euronext Corporate Solutions Data Protection Officer at [dpo.ecs@euronext.com](mailto:dpo.ecs@euronext.com)

## 2. Roles and responsibilities

### 2.1 Purpose and scope

This website privacy statement applies when you interact with Admincontrol through its public-facing websites and related online channels, as described in section 1 – introduction and scope. For these activities, Admincontrol acts as data controller.

Processing activities performed within the Admincontrol Board Management Platform and its connected applications are not covered by this statement and are described in the separate Admincontrol platform privacy statement.

All processing conducted through our websites is performed in accordance with the EU General Data Protection Regulation (GDPR), the UK GDPR, and applicable national data-protection laws, including the Norwegian Personal Data Act.

### 2.2 Roles and responsibilities

Admincontrol operates under a dual-role data governance model across its services. However, for the purposes of this website privacy statement, Admincontrol acts solely as Data Controller for personal data collected through its websites and online marketing channels.

#### **When Admincontrol acts as data controller (website and marketing activities)**

Admincontrol acts as Data Controller when it determines the purposes and means of processing personal data collected through its public-facing websites and associated digital channels. This includes, but is not limited to, situations where you:

- browse content on the Admincontrol websites ([admincontrol.com](http://admincontrol.com) and related subdomains);
- view or interact with embedded forms, landing pages, or videos;
- request a demo or further information about our services;
- register for a webinar, newsletter, or promotional event;
- download gated content, such as whitepapers and checklists;
- provide feedback or complete surveys;

- submit contact or support requests; or
- receive marketing communications (where legally permitted and, where required, subject to your consent).

In this capacity, Admincontrol processes professional and technical data such as contact details, company information, preferences, communication history, and analytics data to:

- respond to inquiries and provide requested information;
- manage marketing, sales, and customer-relationship activities;
- administer events, webinars, downloads, and follow-up communications;
- analyse interactions to understand website performance and user engagement;
- collect feedback to enhance our services and digital experience; and
- comply with applicable legal and regulatory obligations.

The lawful bases for this processing may include:

- **Consent** – for marketing communications, newsletters, and non-essential cookies or analytics (Article 6(1)(a) GDPR);
- **Contractual necessity** – where information is processed to respond to a request you have submitted (Article 6(1)(b) GDPR);
- **Legitimate interest** – for maintaining website security, improving service quality, and managing business relationships (Article 6(1)(f) GDPR); and
- **Legal obligation** – where processing is required to comply with statutory or regulatory requirements (Article 6(1)(c) GDPR).

In this capacity, Admincontrol may also coordinate certain marketing and customer-relationship activities with other entities within the Euronext group, for example to manage group-level campaigns, events, or follow-up communications. In all such cases, Admincontrol remains responsible as Data Controller for ensuring that personal data is processed in accordance with applicable data-protection laws and that appropriate safeguards and opt-out mechanisms are in place.

### **Intra-group processing and data sharing**

To provide reliable and secure services, personal data collected via the Admincontrol websites may be accessed or processed by other entities within the Euronext Corporate Solutions (ECS) group or other Euronext Group affiliates under strict governance controls. Such processing occurs:

- only on a documented need-to-know basis (for example, technical support, compliance, security monitoring, billing, or administrative functions);

- subject to appropriate contractual safeguards, including intra-group data-transfer agreements and, where required, Standard Contractual Clauses (SCCs); and
- in accordance with the principles of data minimisation, purpose limitation, and restricted access.

All ECS entities, including Admincontrol AS, are subject to centralised data-protection oversight by the Euronext Group Data Protection Officer (DPO), ensuring consistent compliance across jurisdictions.

## 2.3 Contact details

If you have any questions about this Privacy Statement or how Admincontrol processes your personal data, you can contact us using the details below:

**Full legal entity name:** Admincontrol AS

**Company registration:** Admincontrol AS org. no. 987 992 883 (Norway)

**Registered office address:** Dronning Mauds gate 3, 0250 Oslo, Norway

**Email address:** [dpo.ecs@euronext.com](mailto:dpo.ecs@euronext.com)

**Postal address:** Attn. Data Protection Officer, 14 place des Reflets CS30064, 92054 Paris La Défense, France.

## 2.4 UK Representative

For individuals in the United Kingdom, our appointed representative is:

**Company name:** Euronext Corporate Solutions Limited

**Company registration number:** 05682866

**Registered office address:** 25 North Colonnades, 11th Floor, Canary Wharf, London E14 5HS, United Kingdom

**Email address:** [dpo.ecs@euronext.com](mailto:dpo.ecs@euronext.com)

## 2.5 Changes to this Privacy Statement and your duty to inform us of changes

Admincontrol reserves the right to amend or update this Privacy Statement from time to time to reflect changes in our services, legal requirements, or data-protection practices. Any material updates will be published on our website and, where appropriate, communicated directly to registered users. It is important that the personal data we hold about you is accurate and current. Please inform us promptly if your personal details change during your relationship with Admincontrol.

## 3. Personal data we process

### 3.1 Personal data we collect

As the Data Controller, Admincontrol determines how and why we process personal data collected through the Admincontrol websites and related marketing and communication channels. Personal data refers to any information relating to an identified or identifiable individual. This does not include information that has been irreversibly anonymized such that the individual can no longer be identified. For a full definition, see Annex 1 – Glossary of Terms. Admincontrol collects and processes personal data when you interact with us in the following contexts:

- visiting admincontrol.com or related subdomains;
- requesting a demo or submitting a contact or support form;
- registering for an event, webinar, or product presentation;
- subscribing to newsletters, product updates, or marketing communications;
- communicating with our sales or customer-support teams;
- participating in product surveys or feedback activities; and
- interacting with digital advertisements, embedded videos, or analytics tools.

### 3.2 Categories of data collected

All personal data is processed based on a valid legal basis, as outlined in this Section. The following table describes the main data categories relevant to the Admincontrol websites and services.

#### I. Device and technical information

Information about your device, operating system, browser type, IP address, and session identifiers. Collected through cookies, analytics, and log files to monitor site performance and ensure security.

**Legal basis:** Legitimate interest (ensuring website performance, integrity, and security)

#### II. Contact and professional information

When you complete a form, request a demo, or subscribe to communications, we collect your name, business email, company name, job title, and phone number. Admincontrol does not intentionally collect special categories of personal data (e.g. health, union membership). If such information is provided inadvertently, it is restricted and deleted as soon as possible.

**Legal basis:** Consent (for marketing); contract performance or pre-contractual steps (for service requests); legitimate interest (for general business communications)

#### III. Usage data

Information about how you interact with our websites and digital campaign such as pages visited, time on page, navigation behaviour, and referring URLs collected via cookies or analytics tools.

**Legal basis:** Consent (where required for non-essential cookies or analytics); legitimate interest (understanding website performance and user engagement)

#### **IV. Marketing preferences**

If you consent to receive marketing communications, we may store your preferences and monitor interactions (e.g. email opens, clicks) to tailor future communications and measure effectiveness.

**Legal basis:** Consent (for electronic marketing); legitimate interest (improving communication relevance and effectiveness)

#### **V. Contractual relationship**

In some cases, Admincontrol collects and processes personal data to perform a contract with you or your organisation, or to take steps at your request before entering into a contract. This includes:

- managing demo or subscription requests;
- providing access credentials and onboarding assistance;
- processing billing or administrative communications; and
- maintaining account or licence records.

**Legal basis:** Contract performance; legitimate interest (client administration and support)

#### **VI. Data from third parties and public sources**

We may receive personal data from third-party and public sources, including:

- event-registration or marketing platforms used for Admincontrol webinars or promotions;
- professional directories (e.g. LinkedIn, company websites) where legally permitted; and
- analytics or CRM tools providing campaign metrics or interest indicators.

**Legal basis:** Legitimate interest (marketing and analytics); consent (where required for third-party data enrichment)

#### **VII. Aggregated and anonymised data**

We may generate or use aggregated or anonymised data such as website traffic statistics or service-usage metrics for analytical and internal reporting purposes. This information does not identify individual users and is not considered personal data under data-protection law. If such data were ever re-identifiable, it would be treated as personal data and processed accordingly.

**Legal basis:** Legitimate interest (business intelligence and service optimisation)

### **3.3 If you choose not to provide personal data**

Where the provision of certain personal data is required by law, or necessary for us to respond to a specific request (for example, a demo inquiry or service activation), failure to provide that

information may prevent us from fulfilling your request or providing access to specific website features. We will inform you at the time if this applies.

## 4. How is your personal data collected?

Admincontrol collects personal data in several ways, depending on how you interact with our websites and online channels. Personal data may be provided directly by you, generated automatically through your digital interactions, or obtained from trusted third-party sources. The key collection methods are outlined below.

### I. Direct interactions

You may provide personal data directly when you use features on our websites, for example when you:

- request a demo of our services;
- download brochures, whitepapers or other materials;
- sign up for newsletters or product updates;
- register for a webinar or online event;
- request pricing or commercial information;
- submit a contact or support form; or
- communicate with us by email, chat, or telephone.

The personal data you provide typically includes:

- name;
- business email address;
- company name;
- job title;
- phone number;
- any other information you choose to include in your enquiry.

### II. Events and webinars

When you register for or participate in an Admincontrol-hosted event or webinar, we may collect:

- registration details (for example, name, company, job title, email address);
- attendance information (for example, login time, participation status);
- interaction data (for example, poll responses, Q&A submissions, chat messages);

- feedback or evaluation form responses.

Some of this data is collected directly by Admincontrol. Additional technical or participation data may be collected by the webinar or event provider, in accordance with their own privacy policies.

### **III. Automated technologies and analytics**

When you visit our websites, we automatically collect certain technical and usage information, such as IP address, browser type/version, and operating system.

We collect this information through:

- cookies;
- pixels;
- tags;
- embedded scripts; and
- similar tracking technologies.

Non-essential cookies and identifiable analytics technologies are used only with your consent via the cookie banner. If you decline, analytics data is collected only in anonymised or aggregated form. For more information, see section 5.2 – cookies and tracking technologies and annex 2 – cookie inventory.

### **IV. Third-party sources**

We may receive limited personal data about you from trusted third-party sources, such as:

- event-registration platforms used for Admincontrol webinars or promotional events;
- marketing-automation and CRM tools (for example, to update subscription preferences or measure campaign engagement);
- professional directories (for example, publicly available business contact information);
- analytics providers offering aggregated website-performance insights; and
- survey or feedback platforms used to assess customer satisfaction.

This information helps us verify contact details, manage marketing communications, improve website performance, and respond effectively to enquiries.

For the lawful bases we rely on when collecting personal data via these methods, see section 5.1 – legal basis and purposes of processing.

## 5. Data collection and international transfers

We only process your personal data where permitted under applicable data-protection laws, including the EU General Data Protection Regulation (GDPR), the UK GDPR, and corresponding national laws such as the Norwegian Personal Data Act. In the context of the Admincontrol websites and associated online channels, Admincontrol acts as Data Controller and determines the purposes and means of processing your personal data.

### 5.1 Legal basis and purposes of processing

Legal Basis	Purpose of Processing
<b>Consent</b>	<p>We process personal data based on your consent when required by law, for example:</p> <ul style="list-style-type: none"><li>• sending newsletters, product updates, or marketing communications;</li><li>• using non-essential cookies, analytics tools, pixels, and tracking technologies;</li><li>• registering you for certain online events or downloads where consent is required.</li></ul> <p>You may withdraw your consent at any time by using the unsubscribe link in our communications or the cookie settings banner. Withdrawal does not affect the lawfulness of any processing carried out before consent was withdrawn. Where permitted by law, Admincontrol may send B2B electronic marketing under the soft opt-in for existing customers regarding similar services. You can opt out at any time. Where you have consented to receive marketing communications, such consent may also cover the use and limited sharing of your contact details within the Euronext group for the purpose of coordinating group-level B2B marketing communications, event follow-up, and relationship management. You may withdraw your consent at any time, including by unsubscribing from marketing communications, without affecting the lawfulness of processing carried out prior to withdrawal.</p>
<b>Contractual necessity</b>	<p>We process your personal data when necessary to:</p> <ul style="list-style-type: none"><li>• respond to demo requests, pricing enquiries, or other information requests;</li><li>• register you for events, webinars, or online sessions;</li><li>• provide you with material or services you have actively requested.</li></ul>
<b>Legal obligation</b>	We process personal data when required to comply with legal or regulatory obligations, such as:

	<ul style="list-style-type: none"> <li>• maintaining mandatory records;</li> <li>• responding to lawful requests from competent authorities;</li> <li>• fulfilling statutory tax, accounting, or audit requirements.</li> </ul>
<b>Legitimate interest</b>	<p>We process personal data where necessary for our legitimate business interests, provided these interests are not overridden by your rights and freedoms. This applies to activities such as:</p> <ul style="list-style-type: none"> <li>• maintaining secure and reliable websites;</li> <li>• analysing website performance and visitor engagement in an aggregated or proportionate manner;</li> <li>• responding to general business enquiries;</li> <li>• managing customer relationships and improving digital services;</li> <li>• preventing misuse or detecting security issues.</li> </ul> <p>Where we rely on legitimate interest, we assess necessity and proportionality and implement appropriate safeguards (for example, opt-out mechanisms and minimal retention). This may include limited intra-group sharing of personal data within the ECS group to support customer relationship management, marketing coordination, and business development activities, provided such processing is proportionate, transparent, and does not override your rights and freedoms.</p>
<b>Profiling / Automated decision-making</b>	Admincontrol does not engage in profiling or automated decision-making that produces legal or similarly significant effects on individuals. Any segmentation or analytics are solely used to improve functionality, marketing relevance, or service performance, and do not produce legal consequences for users.

## 5.2 Cookies and tracking technologies

The Admincontrol website uses cookies and similar technologies to distinguish you from other users, enhance browsing experience, and analyse traffic. Cookies allow us to personalise content, remember preferences, and understand how visitors interact with our site and services. Cookies may be set by Admincontrol directly (first-party) or by authorised third-party services (third-party). If you disable or refuse cookies, some parts of the site may not function properly. An overview of cookies used can be found in Annex 2 – Cookie Inventory.

When you first visit the website, you will be prompted with a cookie banner that allows you to manage preferences. You can change these at any time through the “Cookie Settings” link. Rejecting non-essential cookies may affect some functionality.

### Legal basis

- **Legitimate interest:** strictly necessary cookies (site operation and security).
- **Consent:** all other cookies (performance, analytics, or marketing).

Cookie lifespan is limited to a maximum of 12 months, after which consent will be requested again. Guidance on manual cookie removal is provided in Annex 3 – How to Remove Cookies.

### 5.3 Training sessions and third-party platforms

Some Admincontrol training or onboarding sessions may be recorded for quality assurance or to support participant learning. Where this applies, participants will be informed in advance and may opt out where feasible. Where third-party tools are used to deliver these services, your personal data may also be processed under those providers' own privacy statements. Admincontrol ensures that such third parties meet appropriate data-protection and security standards.

### 5.4 Change of purpose

We will only use your personal data for the purposes for which it was collected, unless we reasonably consider that another purpose is compatible with the original one. For example, this may include activities such as improving website functionality, analysing aggregated visitor behaviour, ensuring website security, or providing follow-up information related to an event or enquiry you have registered for.

If we need to use your personal data for a new and unrelated purpose, we will notify you in advance and explain the applicable lawful basis for the intended processing.

We may process your personal data without additional notice where required or permitted by law, including where such processing is necessary for compliance with a legal obligation.

## 6. Disclosure of your personal data and international transfers

Personal data processed by Admincontrol may be stored on secure servers located within the European Economic Area (EEA). In certain limited cases, personal data may be accessed from or transferred to countries outside the EEA, the United Kingdom (UK), or Switzerland for example, where authorised support teams or infrastructure providers operate internationally. When such transfers occur, Admincontrol ensures that appropriate safeguards are in place in accordance with applicable data-protection laws. These safeguards may include:

- Standard Contractual Clauses (SCCs) approved by the European Commission;
- the UK International Data Transfer Agreement (IDTA);
- adequacy decisions issued by the European Commission or the relevant UK authority;
- participation in recognised data-transfer frameworks such as:
  - the EU-U.S. Data Privacy Framework;
  - the UK Extension to the EU-U.S. Data Privacy Framework;
  - the Swiss-U.S. Data Privacy Framework.

Where applicable, Euronext U.S. Inc. and relevant subsidiaries are certified under these frameworks. All transfers of personal data to third countries are supported by transfer-impact assessments and supplementary safeguards, such as encryption in transit and at rest, strict access control, and data-minimisation measures, ensuring an equivalent level of protection to that afforded within the EEA.

## 6.1 Group sharing

Admincontrol may share limited personal data with other entities within the Euronext Corporate Solutions (ECS) group of companies, of which it forms part, where necessary for centralised administrative, legal, IT, security, and group-level marketing and sales-support functions. Such intra-group processing may include, for example, centralised CRM management, lead management and routing, coordination of B2B marketing campaigns (including event follow-up), and customer relationship management, as well as compliance, billing, internal reporting, and service administration.

Such intra-group processing occurs on a documented need-to-know basis and under strict contractual safeguards, including intra-group data-transfer agreements and, where applicable, Standard Contractual Clauses (SCCs). Where intra-group sharing supports marketing communications, Admincontrol will ensure that such communications are sent only where legally permitted (and, where required, subject to your consent), and you can opt out at any time. This sharing is based on legitimate interest (Article 6(1)(f) GDPR) to ensure operational efficiency and consistent governance across the Euronext Group.

## 6.2 Disclosure to third parties

Admincontrol may disclose personal data to trusted third parties only where necessary, proportionate, and lawful. Disclosures are limited to the purposes for which the data was collected or to closely related operational, legal, or compliance activities.

Type of Third Party	Purpose of Disclosure	Legal Basis
Regulatory authorities, courts, or law enforcement	Compliance with legal obligations, enforcement of rights, or responses to lawful requests.	Legal obligation (Art. 6(1)(c))
Third-party service providers (e.g. cloud hosting, IT support, CRM, security monitoring)	Provision of hosting infrastructure, maintenance, analytics, and customer-support services on Admincontrol's behalf.	Contract performance (Art. 6(1)(b)); Legitimate interest (Art. 6(1)(f)) – platform operation and security

Professional advisers (e.g. legal, tax, audit, compliance)	Regulatory compliance, legal defence, risk management, or audit support.	Legal obligation; Legitimate interest – professional advice and legal defence
Event or training partners	Co-hosting webinars, user training, or certification programmes; issuing attendance or participation certificates.	Contract performance (if participant); Legitimate interest – collaborative delivery
Potential or actual acquirers or investors	Business continuity and due-diligence activities connected with mergers, acquisitions, or restructuring.	Legitimate interest – strategic planning and corporate transactions

All recipients are bound by written data-processing agreements or confidentiality obligations, requiring them to process personal data only for authorised purposes and in accordance with Admincontrol's instructions. Third-party providers are not permitted to use personal data for their own purposes. A complete and up-to-date list of all Admincontrol sub-processors, is available at <https://admincontrol.com/sub-processors-sub-contractors>. These entities act strictly under Admincontrol's documented instructions and are bound by contractual data-protection terms ensuring full compliance with GDPR Articles 28 and 46.

### 6.3 Links to third-party websites and external platforms

The Admincontrol website may contain links to external websites or embedded tools provided by third parties (for example, hosting events, manage marketing forms, or display multimedia content). This Privacy Statement does not apply to those external services, and Admincontrol is not responsible for their data-processing practices. We encourage you to review the privacy policies of any external sites or services before submitting personal data. Where Admincontrol uses trusted third-party tools, these providers are selected based on their compliance with recognised security standards (e.g. ISO/IEC:27001) and binding contractual safeguards.

### 6.4 Social media

If you share or engage with Admincontrol content on social media, your personal data may become visible to others according to your account settings. Admincontrol is not responsible for the processing of data by such platforms. Please refer to the respective social-media privacy statements for more information on how they handle your personal data.

## 7. Data retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, to comply with applicable legal or regulatory obligations, or as otherwise required

by our internal retention policies. Retention periods vary depending on the type of data, the context in which it is processed, and the lawful basis relied upon.

### General retention principles

- **Log and support metadata** – Retained for a limited time (normally  $\leq$  180 days) as necessary to ensure website and system security, perform diagnostics, and maintain system auditability.
- **Marketing and contact data** – Retained until consent is withdrawn or the data is no longer necessary for the purpose for which it was collected, whichever occurs first.
- **Legal and compliance records** – Where retention is required by accounting, audit, or regulatory obligations, data may be stored for up to the statutory limitation period applicable in the relevant jurisdiction.

## 8. Data security

Admincontrol takes the security of personal data seriously and applies a comprehensive set of technical and organisational measures to maintain its confidentiality, integrity, and availability throughout its lifecycle when processed through the Admincontrol websites and associated online services.

Key controls include:

- **Encryption** – All personal data is encrypted both in transit and at rest using industry-standard protocols (e.g. TLS 1.2+, AES-256).
- **Access control** – Access to data is restricted based on the principle of least privilege. Only authorised personnel with a legitimate business need can access personal data.
- **Network and infrastructure security** – Firewalls, intrusion detection, and continuous vulnerability management protect against unauthorised access or malicious activity.
- **Monitoring and testing** – Regular security assessments, penetration tests, and automated monitoring are conducted to ensure the ongoing effectiveness of controls.
- **Business continuity and incident response** – Admincontrol maintains tested procedures for data-backup, disaster-recovery, and breach-notification in line with Articles 33–34 GDPR.
- **Compliance framework** – Admincontrol operates within an Information Security Management System (ISMS) certified to ISO/IEC:27001. This certification demonstrates adherence to internationally recognised best practices for information security, risk management, and operational governance across all ECS-managed services.

While we employ industry-leading safeguards, no system can be guaranteed completely secure. We encourage users to adopt good security practices, such as using strong passwords, keeping software up to date, and exercising caution when sharing personal data online.

## 9. Data subject rights

As a data subject, you have certain rights under applicable data-protection laws in relation to the personal data we process about you. These rights are not absolute and may be subject to lawful limitations or exemptions. We aim to respond to verified requests within one month of receipt; this period may be extended by up to two additional months for complex or multiple requests, in which case we will notify you.

### 9.1 Overview of your rights

Right	What it means
<b>Right to be informed</b>	You have the right to clear information about how Admincontrol collects, uses, and stores your personal data, including your rights in relation to that data.
<b>Right of access</b>	You may request confirmation of whether we process your personal data and obtain a copy of the data we hold about you.
<b>Right to rectification</b>	You can ask us to correct any inaccurate or incomplete personal data we hold about you.
<b>Right to erasure (“right to be forgotten”)</b>	In certain circumstances, you may request deletion of your personal data, for example when it is no longer necessary for the purposes for which it was collected or you withdraw consent. Where required under national law (e.g. French data-protection law), you may also provide post-mortem instructions on how your personal data should be handled after your death. Admincontrol will honour such instructions where legally required.
<b>Right to restrict processing</b>	You may request that we restrict the use of your personal data in specific cases, such as when you contest its accuracy or object to our processing. During restriction, we may store your data but not process it further.
<b>Right to object</b>	Where we process your personal data based on legitimate interests, you have the right to object. We will stop the processing unless we demonstrate compelling legitimate grounds to continue.
<b>Right to data portability</b>	Where processing is based on consent or a contract, you may request to receive your personal data in a structured, commonly used, machine-readable format or to have it transferred to another controller, where technically feasible.

Please note that this website privacy statement applies only to personal data collected via our websites and online communications. If your request concerns personal data processed within the Admincontrol Board Management Platform, that data is controlled by the relevant customer organisation. In such cases, we will inform you and, where appropriate, direct your request to the correct Data Controller.

If you object to processing based on our legitimate interests (e.g. analytics or security monitoring), please contact us at [dpo.ecs@euronext.com](mailto:dpo.ecs@euronext.com). We will assess your objection and respond in accordance with the GDPR.

## 9.2 Exercising your rights

You may exercise your rights by contacting us through one of the following methods:

**Email:** [dpo.ecs@euronext.com](mailto:dpo.ecs@euronext.com)

**Post:**

Attn. Data Protection Officer  
Admincontrol AS / Euronext Corporate Solutions B.V.  
14, place des Reflets – CS30064  
92054 Paris La Défense, France

We may request proof of identity to verify your request in line with internal security procedures.

## 9.3 Supervisory authorities

You also have the right to lodge a complaint with a competent data-protection authority in the country where you live, work, or where you believe your rights have been infringed. We encourage you to contact us first so we can address your concerns directly.

Country	Legal Entity	Supervisory Authority	Website
Norway	Admincontro 1 AS	Datatilsynet	<a href="http://datatilsynet.no">datatilsynet.no</a>
Netherlands	Euronext Corporate Solutions B.V.	Autoriteit Persoonsgegevens	<a href="http://autoriteitpersoonsgegevens.nl">autoriteitpersoonsgegevens.nl</a>
France	Euronext Corporate Solutions France S.A.S.	Commission nationale de l'informatique et des libertés (CNIL)	<a href="http://cnil.fr">cnil.fr</a>
Germany	Euronext Corporate Solutions Germany GmbH	Bundesbeauftragte für den Datenschutz und die Informationsfreiheit (BfDI)	<a href="http://bfdi.bund.de">bfdi.bund.de</a>
Italy	Euronext Corporate Solutions Italy S.r.l.	Garante per la protezione dei dati personali	<a href="http://garanteprivacy.it">garanteprivacy.it</a>
Sweden	Euronext Corporate	Integritetsskyddsmyndighete n (IMY)	<a href="http://imy.se">imy.se</a>

	Solutions Sweden AB		
<b>United Kingdom</b>	Euronext Corporate Solutions UK Limited	Information Commissioner's Office (ICO)	<a href="http://ico.org.uk">ico.org.uk</a>

#### 9.4 No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee or refuse to act on your request if it is clearly unfounded, repetitive, or excessive.

### 10. Updates to this privacy statement

This privacy statement may be updated from time to time to reflect changes in our processing activities, applicable legal requirements, or technological developments. The most recent version will always be available on the Admincontrol website. Where material changes are made that significantly affect the way personal data is processed, we will provide appropriate notice through the website or other direct communication channels before the changes take effect.

## Annex 1 – Glossary of terms

Term	Definition
<b>Customer</b>	The organisation or entity that has entered into, or is considering entering into, a subscription or service agreement with Admincontrol AS. For website interactions, this term refers to individuals acting on behalf of such organisations (for example, when requesting a demo or information).
<b>Data Controller</b>	The natural or legal person, public authority, agency, or other body that determines the purposes and means of processing personal data (Article 4(7) GDPR). For personal data collected through the Admincontrol websites and online channels, Admincontrol AS acts as the data controller.
<b>Data Processor</b>	The natural or legal person, public authority, agency, or other body that processes personal data on behalf of a data controller (Article 4(8) GDPR). Certain trusted third-party service providers may act as data processors when processing website-related personal data on Admincontrol's behalf.
<b>Data Subject</b>	An identified or identifiable natural person whose personal data is processed for example, website visitors, individuals submitting demo or contact requests, event registrants, or newsletter subscribers.
<b>European Economic Area (EEA)</b>	The Member States of the European Union together with Iceland, Liechtenstein, and Norway. Transfers of personal data outside the EEA are subject to the safeguards set out in Chapter V GDPR.
<b>Euronext Corporate Services B.V. (ECS B.V.)</b>	An affiliated company within the Euronext Group that provides operational support for Admincontrol and other Euronext Corporate Solutions platforms and websites.
<b>GDPR</b>	The General Data Protection Regulation (EU) 2016/679, which governs the protection of personal data and the rights of individuals within the European Union and EEA. References in this privacy statement include the UK GDPR where applicable.
<b>Information Security Management System (ISMS)</b>	A comprehensive framework of policies, procedures, and controls designed to manage information-security risks. The ISMS operated by Admincontrol is certified to ISO/IEC 27001.
<b>Personal Data</b>	Any information relating to an identified or identifiable natural person, such as name, email address, identification number, online

	identifier, or other data that can be linked directly or indirectly to an individual.
<b>Processing</b>	Any operation or set of operations performed on personal data, whether automated or not such as collection, recording, organisation, storage, alteration, retrieval, consultation, use, disclosure, or deletion.
<b>Standard Contractual Clauses (SCCs)</b>	Contractual safeguards adopted by the European Commission to ensure that personal data transferred outside the EEA receives an adequate level of protection consistent with the GDPR.
<b>Sub-processor</b>	A third-party service provider engaged by Admincontrol to process personal data on its behalf and in accordance with documented instructions. Sub-processors used for website-related services are bound by GDPR-compliant data-processing agreements.

## Annex 2 – Cookie Inventory

The tables below list the cookies that may be used across Admincontrol's websites and connected applications. Cookies are grouped by purpose, with details on name, domain, type, expiry, and purpose. This inventory is updated periodically to reflect current usage.

### 1. Essential Cookies

Cookie Name	Domain / Subgroup	Type	Expiry	Purpose
_tt_session	career.admincontrol.com	First-party	Session	Maintains session state for secure access.
_cfuvid, __cf_bm	help.admincontrol.com, admincontrol.com	First-party	Session	Cloudflare security and bot-management cookies.
LSKey-c\$CookieConsentPolicy, pctrk, CookieConsentPolicy, renderCtx	shop.admincontrol.com	First-party	Session / Persistent	Stores cookie-consent choices and

				rendering context.
hs_ab_test, __cfruid	info.admincontrol.com	First-party	Session	HubSpot A/B testing and security.
__cf_bm	Various (hubspotusercontent-na1.net, hubspotusercontent.com, hubspotusercontent-eu1.net, report-uri.com)	Third - party	Session	Cloudflare bot-management cookies.
vuid, _cfuvid, player	vimeo.com	Third - party	2 years / Session	Vimeo player security, analytics and performance.
_GRECAPTCHA	www.google.com	Third - party	6 months	Google reCAPTCHA spam protection.
_OG_GDPR_COOKIE_, _gatXXXXXXXXXXXX	outgrow.us	Third - party	1 day	Stores user consent within embedded forms.
guest_uuid_essentialXXXXXXXXXXXX, GuestCartSessionIdXXXXXXXXXXXX	shop.admincontrol.com	First-party	Up to 1 year	used to create and maintain a unique shopping session for unregistered (guest) shoppers

## 2. Functional Cookies

Cookie Name	Domain / Subgroup	Type	Expiry	Purpose
cf_clearance, _help_center_session	help.admincontrol.com	First-party	Session	Provides secure access to help centre content.
_ttCookiePermissions	career.admincontrol.com	First-party	Up to 1 year	Used to hide the cookie banner once you have interacted with it.
_sp_root_domain_test_xxxxxxx	admincontrol.com	First-party	Session	Detects root domain for analytics consistency.
pll_language, hubspotutk, __hs_do_not_track	admincontrol.com	First-party	6 months – 13 months	Saves language preference and HubSpot tracking consent.
__cf_bm	hs-scripts.com, vimeo.com, hs-analytics.net, hsappstatic.net	Third-party	Session	Enables secure script and embedded-content functionality.
OptanonConsent, OptanonAlertBoxClosed	admincontrol.com	First-party	1 year	Records consent for OneTrust cookie banner.
OptanonAlertBoxClosed	.cloudflare.com	Third-party	1 year	Records consent for OneTrust cookie banner.
SEARCH_SAMESITE	.google.com, .google.no	Third-party	6 months	Google CSRF mitigation

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### 3. Analytical Cookies

Cookie Name	Domain / Subgroup	Type	Expiry	Purpose
_clk, _hSession_xxxxxx, _clsk, __hssrc, _hjSessionUser_xxxxxx, __hstc, _hjTLDTest, __hssc	admincontrol.com	First-party	Up to 2 years	Provides analytics for traffic and performance via Hotjar and HubSpot.
ttAnalytics	career.admincontrol.com	First-party	Up to 1 year	track how users interact with a website (pages visited, time spent, traffic sources)
CLID, MUID, ANONCHK, SM	clarity.ms, c.clarity.ms, www.clarity.ms	Third-party	1 year	Microsoft Clarity session replay and user-interaction analytics.
JSESSIONID	nr-data.net	Third-party	Session	New Relic application-performance monitoring.
gaCookie1, gaCookie1_gid	outgrow.us	Third-party	1 day / 2 years	Tracks performance of embedded forms.

### 4. Marketing Cookies

Cookie Name	Domain / Subgroup	Type	Expiry	Purpose
_uetSID, _gcl_aw	admincontrol.com	First-party	1 day / 90 days	Bing Ads and Google Ads conversion tracking.
_gcl_au, _ga	admincontrol.com	First-party	Up to 2 years	Google Analytics site-performance tracking.

_gaxxxxxxxxxx	zendesk.com	Third-party	Up to 2 years	Google Analytics site-performance tracking.
_gaxxxxxxxxxx	admincontrol.com	First-party	Up to 2 years	Google Analytics site-performance tracking.
AnalyticsSyncHistory , bcookie, dfpfpt, fptctx2, lang, li_gc, li_mc, li_sugr, liap, lidc, lms_ads, lms_analytics, sdui_ver, UserMatchHistory	linkedin.com	Third-party	Up to 1 year	LinkedIn Ads conversion tracking.
uid	adform.net	Third-party	2 months	Adform Ads conversion tracking.
SIDCC	.google.com, .google.[lang]	Third-party	Up to 1 year	Google Signed In User ID Cookie
HSID	.google.com, .google.[lang]	Third-party	Up to 2 years	Google Account ID and sign-in time
AEC	.google.com, .google.[lang]	Third-party	Up to 1 year	Google prevention of fraud and abuse by malicious sites
__Secure-BUCKET	.google.com, .google.[lang]	Third-party	Up to 1 year	Used by Google for <a href="#">security/fraud detection</a> , ensuring user requests are legitimate (not bots/spam)
__Secure-1PAPISID, __Secure-1PSID, __Secure-1PSIDCC, __Secure-1PSIDTS, __Secure-3PAPISID, __Secure-3PSID, __Secure-3PSIDCC , SSID, SID, SAPISID, APISID, __Secure-3PSIDTS	.google.com, .google.[lang]	Third-party	Up to 2 years	Used by Google to identify your browser across services to show relevant ads, personalize your experience
SOCS	.google.com, .google.[lang]	Third-party	Up to 1 year	Used by Google to remember your cookie consent choices
__Secure-STRP	.google.com, .google.[lang]	Third-party	1 day	Used by Google to ensure secure, encrypted communication (HTTPS) and

				protect against cross-site attacks
NID	.google.com, .google.[lang]	Third-party	Up to 2 years	Customized Google Search Results
ar_debug	doubleclick.net, googleadservices.com	Third-party	Up to 1 month	Google DoubleClick advertising optimisation
IDE	doubleclick.net	Third-party	1 year	Google DoubleClick advertising optimisation
DV	www.google.com	Third-party	1 day	Google Ads Optimization.
_uetvid, _hjCookieTest	admincontrol.com	First-party	Session / 2 years	Bing UET and Hotjar testing cookies.
MR	c.bing.com	Third-party	1 year	Microsoft advertising and performance measurement.
SRM_B, MSPTC, MUID	c.bing.com, bing.com	Third-party	1 year	Microsoft Bing advertising and remarketing.
__cf_bm	twitter.com, hsforms.net, hs-banner.com, hsforms.com, hscollectedforms.net	Third-party	Session	Enables secure delivery of embedded marketing and form widgets.
_cfuvid, __cf_bm	hubspot.com, hsforms.com	Third-party	Session	HubSpot marketing and contact-form tracking.
li_gc, bcookie, lidc	linkedin.com	Third-party	1 day – 2 years	LinkedIn Insight Tag and advertising analytics.
IDE, test_cookie	doubleclick.net	Third-party	1 year	Google DoubleClick advertising optimisation.

uuid2, anj, receive-cookie-deprecation	adnx.com	Third-party	3 months – 1 year	AppNexus advertising targeting.
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### Legal Basis and Consent

- The use of strictly necessary cookies is based on legitimate interest under Article 6(1)(f) GDPR to ensure secure and functional service delivery.
- All other cookies (functional, analytical, and marketing) are used only with the user's consent under Article 6(1)(a) GDPR.
- You may manage or withdraw your consent at any time via the "Cookie Settings" link or by clearing cookies from your browser.

For instructions on manual cookie removal, see Annex 3 – How to Remove Cookies.

## Annex 3 – How to Remove Cookies

To remove or disable cookies, you can adjust your browser settings. The following links provide guidance for commonly used browsers:

- **Google Chrome:** Clear, enable, and manage cookies in Chrome
- **Mozilla Firefox:** Clear cookies and site data in Firefox
- **Microsoft Edge:** View and delete browser history in Microsoft Edge
- **Safari:** Manage cookies and website data in Safari

You may also delete all cookies from your device at any time by clearing your browser's cache. Please note that removing essential cookies may impact website functionality.