



## COOKIE POLICY

### WHAT ARE COOKIES?

This Cookie Policy explains what cookies are and how we use them, the types of cookies we use i.e, the information we collect using cookies and how that information is used, and how to manage the cookie settings.

Cookies are small text files that are used to store small pieces of information. They are stored on your device when the website is loaded on your browser. These cookies help us make the platform function properly, make it more secure, provide better user experience, and understand how the platform performs and to analyse what works and where it needs improvement.

### HOW THE PLATFORM USE COOKIES?

#### How do we use cookies?

As most of the online services, our website uses first-party and third-party cookies for several purposes. First-party cookies are mostly necessary for the website to function the right way, and they do not collect any of your personally identifiable data.

The third-party cookies used on our platform are mainly for understanding how the platform performs, how you interact with our website, keeping our services secure, providing advertisements that are relevant to you, and all in all providing you with a better and improved user experience and help speed up your future interactions with our website.

#### Categories of cookies

- **Strictly Necessary**

These cookies are essential for the Platform to perform its basic functions. The Platform cannot function properly without these cookies. The user cannot refuse strictly necessary cookies.

Service	Name	Purpose	Duration
Hivebrite	_hivebrite_session_store	[Ex: Allow registered Users to authenticate and perform account related functions]	Session

Hivebrite	Cookies_constent_list_fo	To record which cookies the user gives consent for	6 months
LinkedIn	last_linkedin_sync	For signing in with your LinkedIn account	2 months
Prisma Cloud	pcc_bpc	To run bot management and security filtering to protect our service	1 month
Launch Darkly Tracker		Used to control the release of new features	N/A

▪ **Analytics and Performance**

Analytical cookies help the Company to understand how visitors gain access to or interact with the Platform. These cookies collect information on how users interact with the Platform and create statistics about the use of the Platform.

The Company uses these cookies to determine the kind of content and services the Users value most, which in turn helps the Company to improve the quality of service proposed by the Platform and usage as well as functionalities.

Service	Name	Purpose	Duration
Google analytics	• _gat_hivebriteTracker	For tracking the traffic	1 minute
	• _ga		2 years
	• _gid		1 year
Google analytics	• _gat	For tracking the traffic	1 minute

▪ **Cookies for admins only - strictly necessary**

Service	Name	Purpose	Duration
Hivebrite	search_path	Used for the user search in the BO and when you assign user to a role	Session
Hivebrite	Cookies_constent_list_bo	To record which cookies the admin gives consent for	6 months

## CONTROLLING COOKIES

For cookies for which it is required to collect consent, the User is informed of the purpose of these cookies and is given the ability to consent or refuse through a banner at the bottom of the Platform homepage.

After customizing their cookies settings, users are able to reselect their preferences at any time. From the Public Pages, this is possible by clicking 'Reselect cookie consent' in the footer. From the Front Office, they can do this in Settings > Privacy > Cookies > Reselect settings. In both of these cases, the user's non-required cookies are destroyed, and the page refreshes, allowing them to select which cookies they accept.

To opt out of being tracked by Google Analytics across all websites, please visit <https://tools.google.com/dlpage/gaoptout>. On this website you'll find information about a browser plug-in that can be installed to prevent your data from being used by Google Analytics.

For cookies that do not require consent, the User may at all times configure its navigator in order to prevent the creation of cookie files.

However, certain functionalities of the services proposed by the Platform may not function properly without cookies. In addition, even if most navigators are configured by default and accept the creation of cookie files, the User has the possibility to choose to accept the creation of all cookies other than the functional cookies or to systematically decline them or to choose the cookies it accepts depending on the issuer by configuring the following settings:

- **Firefox:**

<https://support.mozilla.org/en-US/kb/clear-cookies-and-site-data-firefox>

- **Safari:**

<https://support.apple.com/guide/safari/manage-cookies-sfri11471/mac>

- **Google Chrome:**

<https://support.google.com/chrome/answer/95647>

- **Opera:**

<https://www.opera.com/fr/use-cases/clean-browser-and-remove-trackers>

- **Edge:**

<https://support.microsoft.com/en-us/microsoft-edge/delete-cookies-in-microsoft-edge-63947406-40ac-c3b8-57b9-2a946a29ae09>

