

Website Policy



Last Updated: December 2025

Welcome to **The Admin Hive**. This policy outlines the terms of use for our website (www.theadminhive.com) and how we handle your data and cookies. By using our website, you agree to the terms outlined below.

1. Terms of Use

Intellectual Property

Unless otherwise stated, **The Admin Hive** owns the intellectual property rights for all material on this website, including text, logos, and graphics. You may view and print pages for your own personal use, but you must not:

- Republish material from this website without credit.
- Sell, rent, or sub-license material from the website.
- Reproduce or duplicate material for commercial purposes.

Limitation of Liability

The information on this website is provided for general information purposes only. While we strive for accuracy, we do not warrant that the information is complete or up-to-date. We are not liable for any loss or damage arising from your use of this website.

External Links

Our website may contain links to third-party websites. We have no control over the content or privacy practices of these sites and accept no responsibility for them.

2. Privacy & Data Collection

Our Contact Details

- **Name:** The Admin Hive
- **Telephone:** 07889792412
- **Email:** hello@theadminhive.com

How We Collect Data

- **Comments:** When visitors leave comments on the site, we collect the data

shown in the comments form, the visitor's IP address, and browser user agent string to assist with spam detection.

- **Gravatar:** An anonymised string (hash) created from your email address may be provided to the Gravatar service. Their privacy policy is available here: <https://automattic.com/privacy/>.
- **Media:** If you upload images to the website, avoid uploading images with embedded location data (EXIF GPS). Visitors can download and extract location data from images on the site.

Data Retention

- If you leave a comment, the comment and its metadata are retained indefinitely.
- For users that register on our website (if any), we store the personal information provided in their user profile. Users can see, edit, or delete their personal information at any time (except their username).

3. Cookie Policy

Cookies are small files placed on your device to improve your experience. We use the following types:

- **Functional Cookies:** If you leave a comment, you may opt-in to saving your name and email. These last for one year.
- **Session Cookies:** If you visit our login page, we set a temporary cookie to see if your browser accepts cookies. This contains no personal data and is discarded when you close your browser.
- **Authentication Cookies:** When you log in, we set cookies to save your login info and screen display choices. Login cookies last two days; screen options last one year. If you select "Remember Me", your login persists for two weeks.
- **Embedded Content:** Articles on this site may include embedded content (e.g., videos, images). This content behaves as if you visited the other website directly and may collect data or use third-party tracking.

Managing Cookies: You can choose to accept or decline cookies through your browser settings. However, this may prevent you from taking full advantage of the website.

4. Your Rights Over Your Data

If you have an account on this site or have left comments, you can request:

1. An **exported file** of the personal data we hold about you.
2. That we **erase** any personal data we hold about you (excluding data we are obliged to keep for administrative, legal, or security purposes).

To make a request, please contact us at hello@theadminhive.com.

5. Service & Earnings Disclaimer

Informational Purposes Only The information provided on this website and within our "Hive Extras" or blog is for general informational and educational purposes only. While we strive to provide high-quality administrative tips and resources, the content does not constitute professional legal, financial, or tax advice.

No Guarantee of Results The Admin Hive provides support services designed to assist your business efficiency. However, we cannot guarantee specific business outcomes, increased profits, or particular results from using our services or resources. Your success depends on your own business decisions, implementation, and various market factors beyond our control.

Client Responsibility While we aim for 100% accuracy in our work, the final responsibility for checking and approving any work, documents, or communications handled by The Admin Hive rests with the client. We are not liable for any errors or omissions that occur once the client has provided final approval or sign-off.

Third-Party Tools We may recommend or use third-party tools (such as project management software or communication platforms) to deliver our services. We are not responsible for any technical failures, data breaches, or service interruptions caused by these third-party providers.

6. Confidentiality & Security

Our Commitment to You At **The Admin Hive**, we understand that trust is the foundation of our partnership. We treat all information shared with us - whether through our contact forms, consultation calls, or during the provision of services - with the strictest confidence.

What We Keep Confidential We promise not to disclose, share, or sell any "Confidential Information" to third parties without your express written consent. This includes, but is not limited to:

- Your business strategies, plans, and internal processes.
- Client lists and contact information.
- Financial data and login credentials.
- Drafts, emails, and proprietary content created for your business.

Exceptions Confidentiality does not apply to information that:

1. Is or becomes public knowledge through no fault of our own.
2. Was already known to us before you shared it.
3. Is required to be disclosed by law or a court order.

Data Security We take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your information. This includes the use of secure password management tools and encrypted communication where appropriate.

7. Changes to This Policy

We may update our Website Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons.

Any changes will be effective immediately upon posting the revised policy on this page. We encourage you to review this page periodically to stay informed about how we are protecting your data and governing our services. Your continued use of the website after any changes indicates your acceptance of the new terms.

8. Governing Law

These terms are governed by and construed in accordance with the laws of **England and Wales**. Any disputes relating to these terms will be subject to the exclusive jurisdiction of the courts of England and Wales.