



# Website Terms of Use & Cookie Policy

**Last Updated: 07.07.2026**

Welcome to **The Admin Hive**. This policy outlines the terms of use for our main website (<https://www.theadminhive.com>), our associated landing pages, sales funnels, and course portals hosted via **Systeme.io** (collectively, our "Websites"), and how we handle your data and cookies. By using our Websites, purchasing our courses, or submitting your details to us, 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 across our Websites, marketing resources, and training courses. All intellectual property rights are reserved. You may view, download, and print pages or course materials for your own personal or internal business use, but you must not:

- Republish or redistribute material from our Websites or course portals without credit.
- Sell, rent, share, or sub-license access to our courses, training materials, or website content.
- Reproduce, duplicate, or copy our course content or website material for commercial purposes.

### Limitation of Liability

The information on our Websites and within our training courses is provided for general information and educational purposes only. While we strive for accuracy, we do not warrant that the information is complete, error-free, or fully up-to-date. We are not liable for any direct or indirect loss or damage arising from your use of our Websites or reliance on our training.

### External Links

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

## 2. Privacy & Data Collection On Our Platforms

### Our Contact Details

- **Name:** The Admin Hive Ltd
- **Email:** [hello@theadminhive.com](mailto:hello@theadminhive.com)

## How We Collect Data Across Our Platforms

- **Course Purchases & Registrations:** When you register for or purchase a course via our Systeme.io landing pages, we collect your name, email address, billing address, and transaction details. Card payments are securely handled by our third-party processor, **Stripe**; we never store or see your full credit card details.
- **Lead Generation & Contact Forms:** If you sign up for a free resource, newsletter, or submit a discovery form, we collect your contact info to process your request and send you marketing materials via Systeme.io.
- **Comments & Media:** When visitors leave comments on our 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. An anonymised string (hash) created from your email address may be provided to the Gravatar service.

## Data Retention

- If you leave a comment, the comment and its metadata are retained indefinitely.
- For students and clients registered on our platforms (Systeme.io course portals or Dubsado), we securely store the personal information provided in their user profiles for as long as the account remains active, or up to the UK statutory period of 6 years for transactional records. Users can view, edit, or delete their personal account profile details at any time (except their username).

## 3. Cookie & Tracking Technology Policy

Cookies and digital pixels are small files or pieces of code placed on your device to improve your online experience, track conversions, and help us deliver our services effectively. We use the following types of cookies and tracking tech across our main site and Systeme.io portals:

### Essential & Functional Cookies

- **Course Authentication & Session Cookies:** When you log into your student dashboard on Systeme.io, authentication cookies are set to save your login info, track your course progress, and remember your display choices. Login cookies typically last a few days, but if you select "Remember Me", your login will persist for two weeks.
- **Comment Cookies:** If you leave a comment on our site, you may opt-in to saving your name and email address in cookies for your convenience so you do not have to fill in your details again. These last for one year.

### Analytical & Advertising Tracking (The Meta Pixel)

- We use the **Meta Pixel** on our landing pages and websites to track user interactions resulting from our Facebook and Instagram advertisements.
- This tracking code anonymous to us allows Meta to understand that you visited our sales page, purchased a course, or filled out a form. This helps us measure ad performance, build custom target audiences, and show you relevant marketing

campaigns.

## **Embedded Content**

Articles or course modules on our platforms may include embedded content (e.g. videos from YouTube or Vimeo, images). This content behaves exactly as if you visited the other website directly, meaning they may collect data about you, use their own cookies, or monitor your interaction with that content.

## **Managing Cookies**

You can choose to accept, decline, or manage cookies through our website's cookie consent banner or by adjusting your web browser settings. Please note that disabling essential or functional cookies may prevent you from logging in or taking full advantage of your purchased courses.

## **4. Your Rights Over Your Data**

If you have an account on our main site, are enrolled in a course on Systeme.io, or have left comments, you can request:

- An exported file of the personal data we hold about you.
- That we erase any personal data we hold about you (excluding data we are legally, tax-wise, or contractually obligated to keep for administrative or security purposes).

To make a request, please contact us at [hello@theadminhive.com](mailto:hello@theadminhive.com).

## **5. Service & Earnings Disclaimer**

### **Informational Purposes Only**

The training, strategies, and tips provided within our courses, "Become a VA," or blog are for general informational and educational purposes only. The content does not constitute professional legal, financial, or tax advice.

### **No Guarantee of Results**

Our courses and resources are designed to help independent Virtual Assistants build and scale their operations. However, The Admin Hive cannot and does not guarantee specific business outcomes, financial success, increased profits, or particular career results. Your success depends entirely on your own business decisions, implementation, and market factors beyond our control.

### **Freelance & Matchmaking Network Disclaimer**

While we match clients with Virtual Assistants on our network and manage the payment route between them, the final responsibility for checking, approving, and legally validating any work, documentation, or communication handled by a matched independent VA rests entirely with the client.

## 6. Confidentiality & Security

### Our Commitment to You

At The Admin Hive, we treat all information shared with us - whether through our contact forms, course platforms, or during agency matchmaking consultations - with the strictest confidence.

### Data Boundaries for VA Matchmaking

We promise not to disclose, share, or sell any of your confidential business data. Because matched VAs and Clients liaise directly for their day-to-day operations, **The Admin Hive does not have access to, nor do we store, any third-party system passwords or internal client systems managed between you and your matched VA.**

### Data Security

We take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your information. This includes using secure password management tools, SSL encryption on our landing pages, and fully PCI-compliant, encrypted checkout infrastructure via Stripe.

## 7. Changes to This Policy

We may update our Website & Cookie Policy from time to time to reflect changes in our tools, advertising methods, or for other operational, legal, or regulatory reasons. Any changes will be effective immediately upon posting the revised policy on our platform. Your continued use of our platforms following changes indicates your acceptance of the revised 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.