

**ROCKETSPACE**  
**PRIVACY POLICY**

RocketSpace Angel Limited (company number: 09979555) and RocketSpace UK Limited (company number: 09979240) (collectively, “**RocketSpace UK**”) are part of a group of companies with RocketSpace, Inc. (“**RocketSpace US**”).

RocketSpace US and RocketSpace UK (collectively “**RocketSpace**”/“**we**”/“**our**”/“**us**”) take your privacy very seriously and are committed to protecting and respecting your privacy.

Where we refer to the “**RocketSpace Website**” in this Policy, we mean the website which can be accessed at <https://www.rocket-space.com/>, and where we refer to the “**RocketSpace App**”, we mean the RocketSpace mobile application operated and provided by us.

This Policy, together with a) our [Membership Terms of Use](#) b) our Website Terms of Use, and c) our Cookie Policy (below), sets out the basis on which your personal information will be processed. This includes any personal information that we collect from or about you when you use our services, including the RocketSpace Website and/or the RocketSpace App, (our “**Services**”), or when you visit or use any RocketSpace campus (each a “**RocketSpace Campus**”).

**Please read this Policy carefully to understand our views and practices regarding your personal information and how we will treat it.**

**TOPICS COVERED:**

- [WHO THIS POLICY APPLIES TO](#)
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## WHO THIS POLICY APPLIES TO

This Policy applies to:

- **“Campus Members”**, i.e. someone who is entitled to visit or use a RocketSpace Campus and/or use our Services as a member of RocketSpace pursuant to a Membership Agreement.
- **“Campus Visitors”**, i.e. someone who visits or uses a RocketSpace Campus and/or uses our Services as a visitor to RocketSpace, but who is not a Campus Member.
- **“Website Visitor”**, i.e. someone who visits or uses the RocketSpace Website, but who is not a Campus Member.

Unless we say otherwise, the terms of this Policy apply to all Campus Members, Campus Visitors and Website Visitors.

## MEMBERSHIP AGREEMENT

If you are a **Campus Member**, we will have entered into an agreement with you or your employer regarding your use of a particular RocketSpace Campus and our related Services (our **“Membership Agreement”**).

References in this Policy to **“your employer”** refer to any entity that has entered into a Membership Agreement with us on your behalf, whether or not as a matter of law you are an employee, consultant or contractor of that entity, and such references are not intended to characterise or prejudice your status *vis-à-vis* that entity.

## INFORMATION WE COLLECT (INCLUDING WHEN AND HOW WE COLLECT IT)

We collect the following personal information from and about you:

1. [Information you give to us](#)
2. [Information your employer gives to us](#)
3. [Information we collect when you use the RocketSpace Website or the RocketSpace App](#)
4. [Information provided by third parties](#)

**1. Information you give to us.** You may give us information about you:

- when submitting our on-boarding form to us, or by otherwise registering for our Services;
- when completing your member/visitor profile;
- when you use the RocketSpace Website, for example if you upload or transmit any content such as opinions, comments or communications that contain personal information to or from your member/visitor profile;
- when you use any of our other Services, for example if you give us any personal information when you visit or use a RocketSpace Campus;
- if you complete a survey or provide feedback on the RocketSpace Website or the RocketSpace App;
- if you report a problem with the RocketSpace Website or the RocketSpace App; and

- if you contact or correspond with us (for example, by phone, e-mail or otherwise) for any other reason.

If you are a **Campus Member**, when registering for or using our Services, you:

- must provide us with your name, address, telephone number(s), e-mail address, password, employer/company, job title/area of expertise, gender, salutation, date of birth, ethnicity, t-shirt size and media access control number; and
- may be requested to provide us with your “Slack” username, a photograph of yourself, device IP address, details of any meeting/conference rooms you book at a RocketSpace Campus, information about your employer/company, and any other relevant information about yourself.

If you are a **Campus Visitor**, when using our Services, you:

- may be requested to provide us any one or more of the following details: your name, address, telephone number(s), e-mail address, password, employer/company, job title/area of expertise, gender, salutation, date of birth, ethnicity, t-shirt size and media access control number; IP/ Mac address;
- may be requested to provide us with your “Slack” username, a photograph of yourself, details of any meeting/conference rooms you book at a RocketSpace Campus, information about your employer/company, and any other relevant information about yourself.

**2. Information your employer gives to us.** If our Membership Agreement is with your employer, they may give us information about you when submitting our on-boarding form to us to enable you to use our Services (or otherwise in the course of your employer’s use of our Services). In such circumstances, they:

- must provide us with your name (from which we will learn your gender), address, e-mail address, company, telephone number(s), job title/area of expertise and salutation; and
- may provide us with other relevant information about you.

**3. Information we collect when you use the RocketSpace Website or the RocketSpace App.** Depending on the access restrictions on your device,

when you visit or use the [RocketSpace Website](#) or the [RocketSpace App](#), we (or third parties acting on our behalf) may collect:

- certain technical information, for example, the type of device (and its unique device identifier) you use to access the RocketSpace Website or the RocketSpace App, the internet protocol (IP) address used to connect your device to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system, mobile network information and platform;
- information about your use of the RocketSpace Website or the RocketSpace App, including the full Uniform Resource Locators (URL), clickstream to, through and from the RocketSpace Website and the RocketSpace App (including date and time), pages you viewed, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page; and
- certain cookies that are capable of identifying your device (see our Cookie Policy below to understand which cookies the RocketSpace Website and the RocketSpace App uses).

In addition if you are a **Campus Member** or a **Campus Visitor**,

when you use the RocketSpace App, we (or third parties acting on our behalf) may collect:

- location information, including details of your access to and use of a RocketSpace Campus (e.g. when you enter/exit a RocketSpace Campus), details of your usage of the RocketSpace App, such as the date, time, location, frequency and duration of that usage from your IP address, GPS and other sensors; and
- other information from your device which may identify you or your device (including your name, email, city, country, region, timezone and event log).

#### **4. Information provided by third parties.**

If you are a **Campus Member** or a **Campus Visitor**:

in the course of providing our Services to you we may receive information about you from other third parties (including but not limited to: Salesforce, Hubspot, Mixpanel, Amazon Web Services, Robin Powered, HID, Lenel, Auth0, Stripe, GoCardless, British Telecom, Vonage, and Zendesk).

#### HOW WE USE YOUR INFORMATION AND OUR LEGAL BASIS FOR DOING SO

We collect personal information so that we can operate effectively and provide you with the best possible service. The information we process depends on the context of your interactions with us and with the RocketSpace Website and the RocketSpace App. It also depends on the choices you make, for example the consents you provide, the functions you use and the privacy settings you select. You may choose not to provide or allow us to collect certain information, but if this is the case, we may not be able to provide you with some of our Services (where that information is necessary for us to do so).

Learn more below about how we use your information and what our legal basis is for using it if you are a:

- [Campus Member or Campus Visitor](#)
- [Website Visitor](#)

<b>Campus Members and (to the extent applicable) Campus Visitors</b>		
<b><i>Type(s) of personal information we process</i></b>	<b><i>Why we process this personal information</i></b>	<b><i>Our legal basis for processing this personal information</i></b>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> </ul>	<p>To enable us to send you information which is necessary for you to use our Services (e.g. inviting you to download the RocketSpace App at your, or your employer's, request).</p> <p>In the case of Campus Visitors, to enable us to create "virtual badge" to enable you to visit a RocketSpace Campus and/or use our Services.</p>	To enable us to pursue our legitimate interests to provide our Services to you and/or your employer.
<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number(s)</li> <li>• Email address</li> <li>• Employer/company</li> <li>• Date of birth</li> <li>• Password</li> </ul>	To help us to identify you and any account you hold with us.	To enable us to pursue our legitimate interests to provide our Services to you and/or your employer.
<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number(s)</li> <li>• Email address</li> <li>• Employer/company</li> <li>• Job title/area of expertise</li> <li>• Password</li> <li>• Details of your meeting/conference room bookings</li> <li>• Media access control number</li> </ul>	To allow you to use our Services and/or to perform our obligations under our Membership Agreement with you or your employer.	To enable us to pursue our legitimate interests to provide our Services to you and/or your employer.
<ul style="list-style-type: none"> <li>• Photograph</li> <li>• T-shirt size</li> <li>• "Slack" username</li> </ul>	To enable you to provide additional information for your member/visitor profile and improve your experience of our Services.	To enable us to pursue our legitimate interests to improve Campus Members' and Campus Visitors' experience of our Services.
<ul style="list-style-type: none"> <li>• Name</li> <li>• Employer/company</li> <li>• Details of your meeting/conference room bookings</li> </ul>	To enable us to share your meeting/conference room bookings with other Campus Members and Campus Visitors.	To enable us to pursue our legitimate interests to prevent the use of meeting/conference rooms without booking.

<ul style="list-style-type: none"> <li>• Location information via the RocketSpace App, including details of your access to and use of a RocketSpace Campus (e.g. when you enter/exit a RocketSpace Campus)</li> </ul>	<p>To monitor your access to and use of a RocketSpace Campus for our security and/or billing purposes, and to manage campus use.</p>	<p>To enable us to pursue our legitimate interests to monitor Campus Members' and Campus Visitors' access to and use of a RocketSpace Campus for our security and/or billing purposes, and to manage campus use.</p>
<p>If required under our Membership Agreement with your employer:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Employer/company</li> <li>• Location information via the RocketSpace App, including details of your access to and use of a RocketSpace Campus (e.g. when you enter/exit a RocketSpace Campus)</li> </ul>	<p>To monitor your access to and use of a RocketSpace Campus so that we can report to your employer about your use of our Services.</p>	<p>To enable your employer to pursue its legitimate interests to monitor its employees in circumstances where your employer has told us that it is entitled to do so.</p>
<ul style="list-style-type: none"> <li>• Gender</li> <li>• Salutation</li> <li>• Employer/company</li> <li>• Information about your employer/company</li> </ul>	<p>To allow us to understand more about the demographic/background of Campus Members and Campus Visitors, and for our promotional purposes (i.e. including to demonstrate our diversity and inclusiveness).</p>	<p>To enable us to pursue our legitimate interests to:</p> <ul style="list-style-type: none"> <li>• understand the demographic/background of Campus Members and Campus Visitors; and</li> <li>• promote our Services (i.e. including to demonstrate our diversity and inclusiveness).</li> </ul>
<ul style="list-style-type: none"> <li>• Ethnicity</li> </ul>	<p>To allow us to understand more about the demographic/background of Campus Members and Campus Visitors, and for our promotional purposes (i.e. including to demonstrate our diversity and inclusiveness).</p>	<p>Your consent.</p>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number(s)</li> <li>• Email address</li> <li>• Employer/company</li> <li>• Information in any feedback, comments or complaints you make or provide about our Services</li> <li>• Any other relevant personal information</li> </ul>	<p>To deal with any enquiries, correspondence, concerns or complaints.</p>	<p>To enable us to pursue our legitimate interests to:</p> <ul style="list-style-type: none"> <li>• deal with enquiries, concerns or complaints regarding our Services; and</li> <li>• improve our Services.</li> </ul>

<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Other contact details</li> </ul>	<p>To enable us to keep in touch with you after you have used our Services.</p>	<p>To enable us to pursue our legitimate interests to:</p> <ul style="list-style-type: none"> <li>• understand Campus Members' and Campus Visitors' experience of our Services; and</li> <li>• improve and/or promote our Services.</li> </ul>
<ul style="list-style-type: none"> <li>• Name</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Other contact details</li> </ul>	<p>To enable us to send you marketing information about our Services, and/or other opportunities or services of ours which may be of interest to you.</p>	<p>Your consent.</p>
<p>Information we collect when you use the RocketSpace Website or the RocketSpace App, as follows:</p> <ul style="list-style-type: none"> <li>• Technical information</li> <li>• Information about your use of the RocketSpace Website or the RocketSpace App</li> <li>• Cookies</li> </ul>	<p>To conduct internal operations, including data analysis, testing, research, statistical purposes and troubleshooting.</p> <p>To ensure that content on the RocketSpace Website and the RocketSpace App is presented in the most effective manner for you and for your device.</p> <p>To analyse traffic to the RocketSpace Website and the RocketSpace App.</p> <p>As part of our efforts to keep the RocketSpace Website and the RocketSpace App secure and to prevent fraud.</p>	<p>To enable us to pursue our legitimate interests to:</p> <ul style="list-style-type: none"> <li>• understand how the RocketSpace Website and the RocketSpace App are used;</li> <li>• improve the RocketSpace Website and the RocketSpace App;</li> <li>• keep the RocketSpace Website and the RocketSpace App secure; and</li> <li>• prevent fraud.</li> </ul>
<p>Information we collect when you use the RocketSpace App, as follows:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• City</li> <li>• Country</li> <li>• Region</li> <li>• Timezone</li> <li>• Event log</li> </ul>	<p>To conduct internal operations, including troubleshooting and user support.</p>	<p>To enable us to pursue our legitimate interests to provide Campus Members and Campus Visitors with support and assistance in relation to their use of the RocketSpace App.</p>

<b>Website Visitors</b>		
<b><i>Type(s) of personal information we process</i></b>	<b><i>Why we process this personal information</i></b>	<b><i>Our legal basis for processing this personal information</i></b>
Information we collect when you visit or use the RocketSpace Website, as follows: <ul style="list-style-type: none"> <li>• Technical information</li> <li>• Information about your visit to or use of the RocketSpace Website</li> <li>• Cookies</li> </ul>	<p>To conduct internal operations, including data analysis, testing, research, statistical purposes and troubleshooting.</p> <p>To ensure that content on the RocketSpace Website is presented in the most effective manner for you and for your device.</p> <p>To analyse traffic to the RocketSpace Website.</p> <p>As part of our efforts to keep the RocketSpace Website secure and to prevent fraud.</p>	To enable us to pursue our legitimate interests to: <ul style="list-style-type: none"> <li>• understand how the RocketSpace Website is used;</li> <li>• improve the RocketSpace Website;</li> <li>• keep the RocketSpace Website secure; and</li> <li>• prevent fraud.</li> </ul>

### **More about the information we use and why**

Where we have a legal basis to use your personal information without consent (as we have described above), this Policy fulfils our duty to process personal information transparently, and helps us to do so fairly and lawfully and in a manner that you would expect given the nature of our relationship with you, by giving you appropriate notice and explanation of the way in which your personal information will be used.

Where consent is required for our use of your personal information, we will ask you to positively opt-in by ticking the appropriate consent box or otherwise communicating your consent.

Where you provide us with personal information relating to other individuals (e.g. if you provide us with details of a potential visitor to a RocketSpace Campus), you must obtain the consent of those individuals before doing so.

If you have any questions or require any further information regarding our use of personal information please contact us (see [HOW TO CONTACT US](#)).

### **SHARING YOUR INFORMATION**

We may share your personal information with your consent or as is necessary with selected third party service providers, and other companies within our group that support us in the performance of the activities set out in the tables above. See below for more details.

We require all our third party service providers and other RocketSpace group companies to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third party service providers to use your personal information for their own purposes and we



only permit them to process your personal information for specified purposes in accordance with our instructions.

We may also need to share your personal information with a regulator or otherwise to comply with the law or to respond to valid legal process, including from law enforcement or other government agencies.

### **Why might you share my personal information with third parties?**

We may share your personal information with third parties where it is necessary to provide our Services to you, where required by law (as above), or where we have another legitimate interest in doing so that is not overridden by your interests and fundamental rights (for example, to operate and maintain the security of our IT).

### **Who will you share my personal information with?**

We will share certain information about you as follows:

- we use Google Analytics to track your usage of the RocketSpace Website and analytics provider, MixPanel, to track your usage of the RocketSpace App. We do so to improve users' experience of the RocketSpace Website and the RocketSpace App.

In addition, if you are a **Campus Member** or a **Campus Visitor**, we will share certain information about you with:

- our service providers, suppliers and/or sub-contractors so that we can provide our Services to you, e.g. cloud service providers such as Salesforce, AWS and HubSpot; providers of other IT services such as Google, Microsoft, Robin, British Telecom; location service providers such as Bluedot Innovation; providers of other services in relation to the RocketSpace App such as Convergent Vendor;
- other third parties that provide the products and services you purchase via the RocketSpace Website or the RocketSpace App (including any meeting/conference room bookings), e.g. event management providers such as Eventbrite;
- government or other law enforcement agencies in connection with the investigation of unlawful activities or for other legal reasons; and
- other members of the RocketSpace group of companies.

We will ask you to share your financial and/or payment details with our third party payment processors, e.g. GoCardless and/or Stripe, so that we can collect payment for our Services. However we will not ever have access to your card number.

### **RETAINING YOUR INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, or reporting requirements. To decide the appropriate retention period, we consider the amount, nature, and sensitivity of the information, the potential risk of harm from unauthorised use or disclosure of it, the purposes for which we process your information, and the applicable law.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Even if

you request that we erase your information, we may still need to keep it (see [YOUR RIGHTS](#)) or may keep it in a form that does not identify you.

The following retention periods will apply, unless we inform you otherwise (or you request that we erase your information).

If you are a **Campus Member**, we will erase your information within one year of the date on which you cease being a Campus Member. We may need to keep certain information (for example, your name, employer/company and basic contact details) for a period of seven years from the date on which you cease being a Campus Member for archive, administrative or legal reasons.

If you are a **Campus Visitor**, we will erase your information within three months of your visit to or use of the relevant RocketSpace Campus.

If you are a **Website Visitor** and you do not use the RocketSpace Website for one year, then we will erase your information.

We may keep certain information for longer periods than those stated above if you have agreed to us using it, for example, for keeping in touch about our Services or for our promotional purposes (such as part of a blog post on the RocketSpace Website).

Please contact us if you would like further details on how long we retain your information (see [HOW TO CONTACT US](#)).

#### TRANSFERRING YOUR INFORMATION OUTSIDE THE EEA

If you are a **Campus Member** or a **Campus Visitor** in the UK or another country within the European Economic Area (“**EEA**”), with your consent we may transfer your information we collect from you to RocketSpace US and other relevant third parties based in the US (i.e. outside of the EEA). We do so because RocketSpace US and many of our third party service providers (or their IT servers) are based in the US and we need to share your information so that we can provide our Services to you.

If you are a **Website Visitor** in the UK or another country within the EEA, we may transfer your information we collect from you to RocketSpace US and other relevant third parties based in the US. We do so because the RocketSpace Website is operated out of the US and it is necessary for us to understand how it is used, so that we can improve it.

In each case, we will take all steps reasonably necessary to ensure that your personal information receives an adequate level of protection and is treated in a way consistent with EU laws on data protection.

#### CHILDREN'S INFORMATION

We do not knowingly collect information from anyone under the age of 16 and you should not register for or use our Services if you are under the age of 16. If you become aware that your child or any child under your care has provided us with information without your consent, please contact us (see [HOW TO CONTACT US](#)).

## KEEPING YOUR INFORMATION SECURE

All personal information that you provide to us is stored on secure servers. We have put in place (and require anyone we share your information with to put in place) appropriate measures to protect the security of your information.

In addition, we limit access to your information to those of our employees, agents, contractors and other third parties who have a business need to know.

You should be aware that the transmission of information via the internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of the information transmitted by email, or by the RocketSpace Website or the RocketSpace App; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access or inadvertent disclosure.

## UPDATING AND ACCESSING YOUR INFORMATION

If you are in a country within the EEA and/or if RocketSpace UK is processing your information, you have the right under data protection laws to access personal information held about you, subject to certain conditions, and to request its rectification or deletion.

If you would like to access or amend the personal information which we hold about you, or if you would like us to stop using your personal information, please contact us (see [HOW TO CONTACT US](#)).

To learn more about the rights you may have in relation to your personal information see [YOUR RIGHTS](#).

## YOUR RIGHTS

This section only applies if you are in a country within the EEA and/or if RocketSpace UK is processing your information.

By law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. We will need you to prove your identity before we release any personal information to you.
- Request correction or erasure of your personal information (unless we have the legal right to retain it). You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of personal information that you have provided to us to another party.

- Change your information processing preferences at any time (where this specifically relates to marketing messages, see [MARKETING](#)).

You should be aware that if you ask us to stop processing your personal information in a certain way or to erase your personal information, and this type of processing is necessary for you to use our Services, then you may not be able to continue to use our Services. This does not include your right to object to direct marketing, which can be exercised at any time without restriction.

If you want to exercise any of the rights listed above, please contact us (see [HOW TO CONTACT US](#)).

### **No fee usually required to access your personal information**

You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights set out above). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **What we may need from you**

We may need to request specific information from you to confirm your identity and verify your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to withdraw consent**

Where you have consented to the collection, use or transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us (see [HOW TO CONTACT US](#)). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## **MARKETING**

If you are a **Campus Member** or a **Campus Visitor**, we would like to send you information by email, SMS and/or via social media about opportunities or services of ours and other companies in our group which may be of interest to you (including, for example promotional materials and news updates).

If you are in a country within the EEA, we (RocketSpace UK) will ask whether you would like us to send you these messages when you first register for our Services or complete a member/visitor profile. You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, you can unsubscribe by using the “unsubscribe” link at the bottom of our marketing messages or by contacting us (see [HOW TO CONTACT US](#)).

We will not provide your personal information to any businesses outside our group for marketing purposes.

## **OTHER WEBSITES AND APPS**

The RocketSpace Website and the RocketSpace App contain links to other third party websites and/or applications, including Eventbrite, Facebook, Twitter and LinkedIn. This Policy only applies to the RocketSpace Website and the RocketSpace App, so when you link to other websites or applications, you should read their own privacy policies.

## CHANGES TO THIS POLICY

We keep this Policy under regular review and will post any updates on this webpage. This Policy was last updated in May 2018.

## HOW TO CONTACT US

In the US, RocketSpace Inc. is the data controller in respect of your personal information. RocketSpace US's address is 180 Sansome St, San Francisco, CA 94104, US.

In the UK, RocketSpace Angel Limited is the data controller in respect of your personal information and is registered with the UK Information Commissioner's Office with registration number ZA266483. RocketSpace Angel Limited's address is 40 Islington High Street, London, N1 8XB, UK.

If you have any questions about this Policy or how we handle your personal information please contact us at [privacy@rocketspace.com](mailto:privacy@rocketspace.com)

### **Complaints**

If for any reason you are not happy with the way that we have handled your personal information please contact us at [privacy@rocketspace.com](mailto:privacy@rocketspace.com). If you are still not happy (and you are based in the UK), you have the right to make a make a complaint to the UK Information Commissioner's Office see: <https://ico.org.uk/global/contact-us/>.

## **COOKIE POLICY**

We, as well as certain third parties that provide content and other functionality on our Services, may use cookies, web beacons and other similar technologies on our online Services.

### **Cookies**

Cookies are small files that store information on your device. A cookie enables the entity that put the cookie on your device to recognize it across different websites, services, devices, and browsing sessions.

When you use a web browser to access the Services, some browsers may allow you to configure your browser to accept all cookies, reject all cookies, or notify you when a cookie is sent. Click the "Help" menu of your browser to learn more about how to change your cookie preferences. The operating system of your device may contain additional controls for cookies. Please note that disabling cookies may affect your ability to access and use certain features of the Services. To learn more about cookies and how to manage them, please [click here](#).

### **Web Beacons**

Web beacons and similar technologies are small bits of code, which are embedded in web pages, ads, and e-mail, that communicate with third parties. We may use web beacons, for example, to count the number of users who have visited a particular web page, to deliver or communicate with cookies, and to understand usage patterns. We also may include web beacons in e-mails to understand whether messages have been opened, acted on, or forwarded.

### **Other Technologies**

There are other local storage and Internet technologies, such as Local Shared Objects (also referred to as “Flash cookies”) and HTML5 local storage, that operate similarly to the cookies discussed above in that they are stored on your device and can be used to store certain information about your activities and preferences across different services and sessions. Please note that these technologies are distinct from cookies, and you may not be able to control them using standard browser tools and settings. For information about disabling or deleting information contained in Flash cookies, please [click here](#).

### **How We Use These Technologies**

Our websites use these technologies for the following general purposes:

Administering and improving our Services, including helping us measure and research the effectiveness of our content, features, advertisements, and other communications. For example, we measure which pages and features website visitors are accessing and how much time they are spending on our webpages. We may include web beacons in e-mails, for example, to understand whether messages have been opened, acted on, or forwarded.

Storing your sign-in credentials and preferences so that you don't have to enter those credentials and preferences every time you log on to a Service.

Helping us and third parties provide you with relevant content and advertising by collecting information about your use of our Services and other websites.

Please see “Use of Information” for details about how we use the information that we collect. By using the Services, you consent to our use of cookies, web beacons, and other Internet technologies as described above.