

## Use of Artificial Intelligence

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### Overview

HGF is proud to be a progressive and innovative firm, committed to utilising all available technologies to provide the best possible service. We believe that new technologies provide opportunities to further improve our industry leading processes, ensuring you continue to receive the premier service you deserve.

We use artificial intelligence (“AI”) tools in a limited and controlled manner to support certain internal legal and operational processes. This technology is used to assist our teams and improve efficiency, consistency, and quality of service.

AI is not used to provide legal advice independently and does not replace professional judgment. All AI outputs are reviewed by an appropriately competent HGF expert.

### How May We Use AI?

AI tools may be used to assist with tasks such as:

- Drafting and structuring documents;
- Legal research support and issue identification;
- Summarisation and analysis of information; or
- Internal knowledge and process management.

The extent and manner of use will depend on the nature of the matter and the services provided.

### Professional Oversight and Responsibility

All outputs generated or supported by AI are:

- Subject to appropriate human review and supervision; and
- Assessed for accuracy, relevance, and suitability before use.

We retain full responsibility for all advice, and services provided, regardless of whether AI tools are used in their preparation.

### Confidentiality and Information Security

We apply strict controls to ensure that the use of AI does not compromise confidentiality. In particular:

- AI tools are used in a way that is consistent with our duties of confidentiality and legal professional privilege;
- Access to information is limited to what is necessary for the relevant task; and
- Appropriate technical and organisational security measures are in place.

Client confidential information is not used to train public or unrestricted AI models.

### Data Protection and Lawful Processing

Where personal data is processed using AI tools, this is done in accordance with applicable data protection laws in the UK and Europe. We ensure that:

- There is a lawful basis for processing;



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- Data minimisation principles are applied; and
- Appropriate safeguards are in place when using third-party technology providers.

### Use of Third-Party Technology

Some AI tools are provided by external suppliers. We undertake proportionate due diligence to ensure that such providers:

- Meet appropriate security and confidentiality standards;
- Use data only in accordance with agreed contractual terms; and
- Support our compliance with legal and professional obligations.

### Opt-Out

While we advocate for the use of AI and the efficiencies it provides within the IP legal sector, we understand that some clients may not want HGF to use AI in relation to any of their work.

You may request that AI tools are not used in connection with your instructions. Any such request should be raised with your usual point of contact as early as possible.

We will take reasonable steps to accommodate opt-out requests. Where an opt-out would materially affect the delivery, cost, timing, or scope of services, we will discuss the implications with you and agree an appropriate approach.

### Transparency

We are committed to transparency regarding our use of technology. If you have questions about how AI may be used in relation to your matter, or wish to discuss specific requirements or restrictions, please contact your HGF representative who will be happy to answer any questions.

### Review and Governance

Our use of AI is governed by internal policies and is reviewed regularly to ensure it remains appropriate, compliant, and aligned with evolving legal, regulatory, and professional standards.

