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DATA HANDLING AND SECURITY

Your data across Minuet and FirstIgnite

How information moves between the two platforms when you use the Tech Assessment Agent and the Prospecting Agent, what each side stores, how AI uses it, and the principles that will hold as the integration deepens.



Two systems, one clear line between them

Minuet is your system of record. FirstIgnite is the analysis and engagement layer you can call on from inside it. Connecting them does not merge your data. It opens a narrow path that moves only what a person on your team asks for, when they ask for it.

What Minuet keeps doing

- Holds your technologies, patents, agreements, companies, contacts and documents.
- Controls who on your team can see and edit each record.
- Stores anything you choose to save back, from assessment PDFs to the companies and contacts a prospecting run finds.
- Sends your outreach. Emails go out from your own mailbox through Minuet's composer and are logged on the record.

What FirstIgnite adds

- The Tech Assessment Agent scores a technology's commercial, IP and regulatory viability from the material you select.
- The Prospecting Agent finds the markets, companies and people most likely to license a technology, and explains every match.
- Stores each run and its inputs so you can revisit or rerun it.
- Gives you the wider FirstIgnite platform if your institution licenses it.

How the connection is set up

1

The agents appear on the Technology record

Tabs for each FirstIgnite agent sit under Intellectual Property. Your Minuet admin can hide them for the whole site from Minuet settings.

2

Each user connects their own account

On first use, each person clicks Connect and authorizes on FirstIgnite. No shared logins or blanket service account. Until then, nothing reaches FirstIgnite.

3

Unrecognized users request access

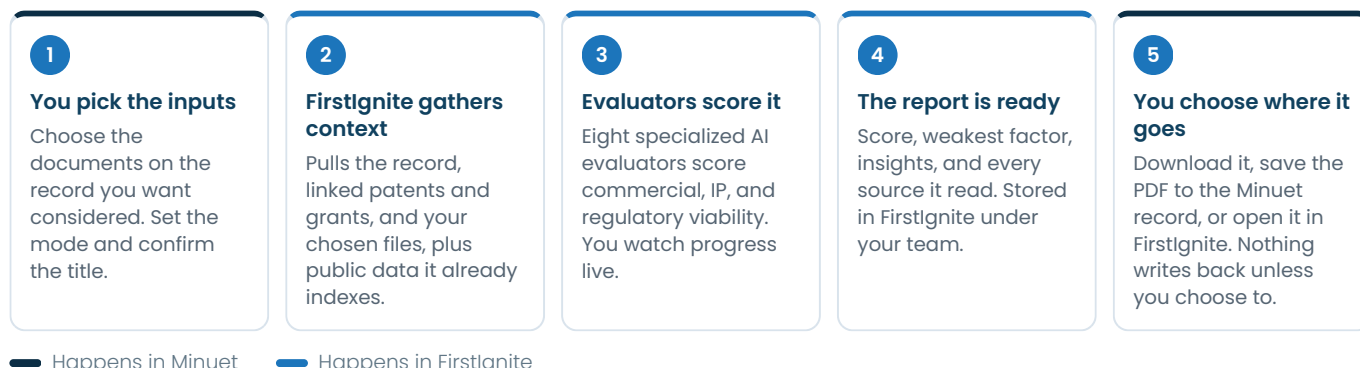
Someone without FirstIgnite access gets a request screen that notifies your institution's FirstIgnite admins. Nothing runs until an admin approves.

What moves and what doesn't

DATA	SENT TO FIRSTIGNITE?	WHEN
The technology record you're working on	Yes	Only when a user starts an assessment or selects Find prospects on that record
Patents and grants linked to it	Yes	Same moment, as context for an assessment
Documents on the record	Only the ones you pick	You choose which files go into a run (up to 20 for an assessment). Unselected files stay put
Search settings	Yes	Location, industries, company size and companies to exclude, if you set them
Existing Minuet companies and contacts	Matching only	When you save a result, the agent checks Minuet for that company or person so it can link instead of creating a duplicate. It never copies your contact list
Other technologies, agreements, financials	No	FirstIgnite never browses your Minuet site. It receives one record at a time, on request
Your Minuet login or password	No	Authorization uses a token you can revoke. FirstIgnite never sees Minuet credentials

What happens when you run a Tech Assessment

The complete path, from your click to the finished report. TLS protects every transfer, and all processing takes place inside FirstIgnite's ISO 27001 certified environment.



What happens when you run the Prospecting Agent

A search starts only when you select Find prospects. It keeps running if you close the panel, and nothing reaches your Minuet records until you save it.



Where it ends up

In FirstIgnite

Each assessment and prospecting run, the inputs behind it, its results and any drafts, plus your team's run history. It sits on Google Cloud with AES-256 encryption at rest, scoped to your organization so only users your admin approved can open it. Runs started in Minuet also appear in your FirstIgnite account. We delete it when your agreement ends.

In Minuet

Only what you save. A saved PDF or document lives in the technology's Documents. Saved companies and contacts become ordinary Minuet records, after a duplicate check that asks you to link, merge or create. Emails you send are logged like any other. All of it follows Minuet's own permissions and retention, and FirstIgnite cannot modify it.

Contact data and outreach

The Prospecting Agent is the first FirstIgnite agent in Minuet that works with information about people. Here is how that data is sourced and who is responsible for it.

Where the people and companies come from

Results come from FirstIgnite's own index, built from licensed business data providers and public sources such as company websites, published patents and scientific literature. It holds business contact details only: name, title, employer, work email and professional profile. It does not seek or use sensitive personal data. FirstIgnite maintains this index as its controller, relying on legitimate interests for professional contact data, and answers requests from the people in it.

A person sends every email

The agent drafts. Someone on your team reviews, edits and sends it from their own mailbox through Minuet's composer. Nothing sends automatically, and FirstIgnite never contacts anyone on your behalf. Your institution's usual outreach rules apply, including honoring opt-outs. Revealing a contact's email address uses one of your team's email lookups.

Once you save a company or contact into Minuet, it becomes your record. Your institution controls it from then on, under your Minuet agreement, like any contact your team adds by hand.

How AI uses your data

Nothing you send from Minuet is used to train a model, whether FirstIgnite's or a provider's. Providers work under enterprise agreements that prohibit training on customer content and run with zero data retention, and some evaluations run on models FirstIgnite manages directly. Each run reads only your inputs and FirstIgnite's own data, so one institution's disclosure never informs another's score, and your record never becomes part of the prospecting index.

The free trial does not change any of this. Trial teams get the same data handling, encryption, and no-training terms as paying customers.

Who protects what

RESPONSIBILITY	INTEUM	FIRSTIGNITE	YOU
Minuet data and permissions	Hosts and secures	Only what a user sends or saves	Own the data, manage roles
Data in transit between platforms	TLS on its side	TLS on its side	
Assessment and prospecting runs	Support access only, at your request	Hosts and secures	Own the data, decide what to save back
Saved companies, contacts and documents	Hosts and secures	No access after saving	Own the records
Outreach email	Composer, sending and logging	Drafts only	Review, send, honor opt-outs
Who can run the agents	Site enablement	Seat approval	Approve users, revoke when roles change
Security certifications	SOC 2 Type II, NIST 800-171, annual pen test	ISO 27001, SOC 2 Type II, EU-U.S. DPF, annual pen test	
Incident notification	Coordinated response	Within 72 hours of a confirmed breach	Report anything unusual

Contracts and roles

Your institution is the data controller for everything in Minuet and for everything you send to FirstIgnite. Inteum processes it under your Minuet agreement. FirstIgnite processes it under FirstIgnite's own terms, privacy policy, and data processing agreement, which your institution accepts when it becomes a FirstIgnite customer and which each user acknowledges when connecting an account. FirstIgnite's company and people index is the exception: FirstIgnite is its controller, as described on the previous page. Each company is responsible for its own platform and answers your privacy and security questions about it directly. If either company processes your data on the other's behalf, it appears on that company's published subprocessor list, and you receive advance notice of any change. Data subject requests go to whichever company holds the data in question, and we coordinate when a request spans both.

Your disclosures stay confidential

Sending an invention disclosure or unpublished manuscript to FirstIgnite is a confidential transfer under contract. It is not a public disclosure and does not start any patent filing clock. FirstIgnite does not share it, index it for other customers, or use it to improve its models. The same confidentiality covers everything Minuet passes along with it.

FirstIgnite logs every action

FirstIgnite records who connected an account, who ran each assessment or search, on which record, when, and what was saved back. Minuet records each save and each sent email like any other event. Your admin can request an export of FirstIgnite's activity log for your institution at any time.

What's coming, and what won't change

Tech Assessment and the Prospecting Agent are the first two FirstIgnite agents inside Minuet. More are in exploration for the coming quarters. Each will follow the rules in this document. A person on your team starts the exchange, it touches only the record in front of them, nothing is saved or sent without a person confirming it, Minuet stays the system of record, and nothing trains a model. We will tell you when a new agent reaches your site. Offices already connected to FirstIgnite can use it right away, and your admin can hide any agent from Minuet settings at any time.

Questions we hear most

Can we disconnect?

Yes. Your admin can revoke any user's access, hide the agent tabs, or disable the connection from Minuet settings. Data already in FirstIgnite stays until you delete it, ask us to, or your agreement ends.

Does FirstIgnite see our whole Minuet database?

No. It receives one technology record at a time, only when a user runs an agent on it, plus the documents that user selects. When a user saves a prospecting result, the agent looks up that one company or person in Minuet to avoid a duplicate. That's all.

Will the Prospecting Agent email anyone on its own?

No. It drafts emails. A person on your team reviews and sends each one from their own mailbox through Minuet.

Is Inteum's or FirstIgnite's staff reading our disclosures?

No. A small group of named FirstIgnite engineers can reach production data for support and operations, and we log and review that access. Inteum support staff access run data only when helping you with a request. Nobody reads your runs as a matter of course.

Does the free trial change anything?

No. Trial teams receive the same encryption, no-training terms, and confidentiality as licensed customers. If you do not continue, the agent tabs become read-only and we delete trial data within 30 days of the trial ending. Save anything you want to keep to Minuet before then. Anything already saved in Minuet stays yours.

The details security teams ask about

Regional hosting	EU and UK institutions can be provisioned in FirstIgnite's EU environment (Google Cloud, Warsaw), which stores their inputs, results and backups. Institutions elsewhere are hosted in the United States. AI inference currently runs in the United States under the same no-retention terms. Anything you save into Minuet lives in your Minuet site's region.
What the authorization grants	Permission to run the agents on records the user can already open in Minuet, to save documents to those records, and to create or link the companies and contacts the user chooses to save. Nothing else. Your admin can revoke access for any user from Minuet settings, or disable the connection for the whole site.
Deleting a run	Any user can delete their own assessment in FirstIgnite, and admins can delete any assessment for their team. Prospecting runs are deleted from the Projects list in FirstIgnite, not from inside Minuet. Deletion removes the run or report and its inputs, and we will delete anything on request. Minuet governs anything already saved there, and it stays until you remove it.
AI providers	FirstIgnite runs the agents on models from Anthropic, OpenAI, Google, Perplexity, and Parallel under enterprise agreements, and on open models FirstIgnite hosts on Microsoft Azure. None of them retain or train on your content. The current list is on FirstIgnite's trust center and subprocessor page.
Data providers	FirstIgnite licenses business data about companies and people to build its index. These providers supply data to FirstIgnite. They do not receive or process your confidential inputs, so they are data providers, not subprocessors.
Public sources	Alongside your inputs, both agents draw on published patents, scientific literature, grant records, and company and people data that FirstIgnite already indexes. FirstIgnite keeps this material separate from your confidential inputs.

FirstIgnite security team

Both agents, AI, data handling, contact data, and the trust center (ISO and SOC 2 reports, pen test summary, DPA).

security@firstignite.com

Inteum support

Your Minuet site, the agent tabs, enabling the connection, and Inteum's own security documentation.

support@inteum.com