



MASTER INDEX
All documents

WORK DESIGN

Reference Guide

Terms, Policies & Documents

One home for every agreement, policy, and notice that governs the Service — consolidated, consistent, and individually downloadable.

WORKPLACE PRIORITIES · LEGAL CENTER

Work Design · workdesign.co

About this section

This is the index for the **Terms, Policies & Documents** section of the Workplace Priorities Reference Guide. Each document is maintained as its own file so it can be downloaded and shared on its own, and the consolidated **Terms & Conditions** gathers them into one. All documents share an effective date of **August 25, 2026**.

The documents

- ★ **Workplace Priorities Terms & Conditions**
The complete, consolidated agreement in one document (all schedules + Privacy Notice), with a table of contents. Use this as the single link when one is needed.

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- 01 Business Terms of Service**
The master agreement — AI notice, definitions, acceptable use, data-protection roles, warranties, liability, and disputes (44 sections).

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- 02 Data Processing Addendum**
Schedule 1. Processing Personal Data on the customer's documented instructions — roles, security, sub-processors, transfers, requests.

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- 03 Privacy Notice**
How Work Design handles personal data in its own right — accounts, billing, website, communications. Referenced by Section 19.

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- 04 AI Use Policy & Acknowledgment**
Schedule 2. How the Service uses AI, and the acknowledgment every customer accepts before launching a survey.

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- 05 Participant Notice (Template)**
Schedule 3. A fill-in notice for customers to give participants before collecting responses.

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- 06 Privacy, Data & AI (Summary)**
A plain-language overview of the key privacy, data-protection, and AI commitments.

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- 07 Methodology & Definitions**
How the survey and its analytical layers work, plus the shared glossary of defined terms.
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How the documents fit together

The **Business Terms of Service** is the master agreement. It incorporates the **Data Processing Addendum** (Schedule 1), the **AI & Workplace-Use Acknowledgment** (Schedule 2), and the **Participant Notice** template (Schedule 3), and references the **Privacy Notice**. The **Terms & Conditions** file combines all of these into one.

Order of precedence (Terms §43.2): a signed negotiated Order Form → a signed Data Processing Addendum → the schedules to the Terms → the Terms → the Privacy Notice → the Documentation.

Version & status

#	Document	Effective	Status
★	Workplace Priorities Terms & Conditions	August 25, 2026	Final
01	Business Terms of Service	August 25, 2026	Final
02	Data Processing Addendum	August 25, 2026	Final
03	Privacy Notice	August 25, 2026	Final — counsel review recommended
04	AI Use Policy & Acknowledgment	August 25, 2026	Final
05	Participant Notice (Template)	August 25, 2026	Final
06	Privacy, Data & AI (Summary)	August 25, 2026	Final
07	Methodology & Definitions	August 25, 2026	Final

Where these live

The set lives in one section of the Reference Guide at **workdesign.co/reference-guide**. See the separate *Site Update Instructions* for the full URL map and a paste-ready section for your web team.

Contact for these documents: bob.fox@workdesign.com · Workspace Design Magazine, LLC (d/b/a Work Design).