



WORK DESIGN

Participant Notice

Recommended template · Schedule 3

A ready-to-use notice for customers to give survey participants before collecting responses. Replace the highlighted fields and choose one confidentiality statement.

Recommended Participant Notice

This is a **fill-in template**. Replace every highlighted field, and select exactly one confidentiality statement, before sending it to participants. It does not replace your organization's own employee privacy notice.

ABOUT THIS WORKPLACE SURVEY

[ORGANIZATION NAME]

... is conducting this survey to better understand workplace experiences, priorities, and opportunities. The survey is administered using the Workplace Priorities App, an AI-assisted survey and analysis platform provided by Work Design (Workspace Design Magazine, LLC).

Artificial intelligence and automated analytical methods may be used to organize responses, identify themes, calculate scores, summarize comments, and generate recommendations. AI-generated findings may be incomplete or inaccurate and will be reviewed by appropriate personnel before material decisions are made.

HOW YOUR INFORMATION WILL BE USED

Your responses will be used for workplace planning, organizational strategy, employee-experience evaluation, workplace design, policy discussion, or related purposes described here:

[INSERT SPECIFIC PURPOSE]

PARTICIPATION

Participation is voluntary. You will not be retaliated against for declining to participate or for providing critical feedback.

CONFIDENTIALITY — SELECT AND CUSTOMIZE ONE

- Responses are **anonymous** and are not linked to your identity.
- Responses are **confidential** and will be reported only in groups.
- Responses are **pseudonymous** and may be connected to a unique survey identifier.
- Responses are **identifiable** to specified members of the organization.

Results for small groups may be suppressed or combined to reduce the possibility that individuals can be identified.

WHO WILL RECEIVE RESULTS

Aggregated results may be accessed by:

[LIST INTERNAL TEAMS, CONSULTANTS, DESIGNERS, HR PERSONNEL, OR OTHER RECIPIENTS]

INDIVIDUAL EMPLOYMENT DECISIONS

The Workplace Priorities App is not intended to make individual employment decisions. The organization will not use the app as the sole or determinative basis for hiring, termination, promotion, compensation, discipline, or individual performance evaluation.

MORE INFORMATION

For questions about the survey or the use of your information, contact:

[ORGANIZATION CONTACT]

For additional privacy information, see:

[LINK TO YOUR EMPLOYEE OR SURVEY PRIVACY NOTICE]