



WORK DESIGN

Privacy Notice

Workspace Design Magazine, LLC (d/b/a Work Design)

How we handle personal data in our own right — for accounts, billing, our website, and communications. Survey participant data we process for a customer is governed by the Data Processing Addendum.

Privacy Notice

Effective date: August 25, 2026 · **Last updated:** August 25, 2026

This Privacy Notice is referenced by Section 19 of the Business Terms of Service and by the order-of-precedence clause. It completes the set of documents the Terms incorporate.

1. Who we are

Workspace Design Magazine, LLC, a Virginia limited liability company doing business as “Work Design” (“Provider,” “Work Design,” “we,” “us,” or “our”), provides the Workplace Priorities App and related services (the “Service”). Our principal place of business is 904 N Lexington St., Arlington, VA 22205, United States.

2. Scope of this Notice

This Notice explains how we process Personal Data **in our role as an independent controller or business** — for example, information about the people who create and administer accounts, our billing contacts, visitors to our website, and people who contact us.

It does **not** govern the survey participant data that a customer submits to run an assessment. For that data the customer is the controller (or “business”) and we act as processor on the customer’s documented instructions; that processing is governed by the **Data Processing Addendum** and the customer’s own participant notice and privacy notice.

Capitalized terms not defined here have the meaning given in the Business Terms of Service.

3. Information we collect

3.1 Account Data

Information relating to an account, Authorized Users, billing contacts, transaction records, authentication information, and use of the Service.

3.2 Usage Data

Technical and operational information concerning the configuration, performance, security, and use of the Service, such as device and log information, IP address, and product-analytics events relating to our own business operations.

3.3 Website and marketing data

Information you provide through our website, forms, event sign-ups, and marketing communications, and information collected through cookies and similar technologies (see Section 11).

3.4 Communications

Records of your correspondence with us, including support requests and feedback.

We ask that account and billing contacts do **not** submit the categories of prohibited or Sensitive Data listed in Section 12 of the Business Terms of Service.

4. How we use information

We use Personal Data we control to:

- create, administer, and secure accounts and process payments;
- provide, maintain, support, and improve the Service;
- communicate about the Service, including service and security notices and, where permitted, marketing;
- produce Aggregated Data and generalized statistical findings that do not identify a customer or an individual;
- detect, prevent, and address fraud, abuse, and security incidents;
- comply with law and enforce our agreements; and
- establish, exercise, or defend legal claims.

5. AI and automated processing

The Service uses AI Components to analyze information and generate outputs. AI-generated outputs may be incomplete or inaccurate and are reviewed by appropriately qualified people before any material decision. We do **not** use the Service to make decisions producing legal or similarly significant effects about you without meaningful human involvement, and we do not use it for emotion recognition, biometric categorization, covert monitoring, or inference of protected characteristics. We do not use identifiable customer content or participant responses to train general-purpose AI models for unrelated customers without separate, express opt-in consent, and we configure third-party AI providers so that customer content is not used to train their general models.

6. Legal bases (EEA / UK)

Where the GDPR or UK GDPR applies to our own controller processing, we rely on: performance of a contract; our legitimate interests in operating, securing, and improving the Service and our business; compliance with legal obligations; and consent where required (for example, certain marketing or cookies). You may withdraw consent at any time without affecting prior processing.

7. How we share information

We share Personal Data with subprocessors that provide hosting, analytics, communications, payment processing, customer support, and AI functionality, under written agreements requiring appropriate protection. We publish a current list of material subprocessors at workdesign.co/legal/subprocessors. We may also share information to comply with law, enforce our agreements, protect rights and safety, and in connection with a merger, financing, or sale of assets. We do **not** sell Personal Data, and we do not share it for cross-context behavioral advertising, as those terms are defined under applicable U.S. state privacy laws.

8. International transfers

Where Personal Data is transferred from the European Economic Area, United Kingdom, or Switzerland to a country not recognized as providing adequate protection, we use an appropriate transfer mechanism, which may include the

European Commission's Standard Contractual Clauses, the UK International Data Transfer Agreement or Addendum, another approved mechanism, or an applicable adequacy decision.

9. Retention

We retain Personal Data for as long as necessary for the purposes described here, subject to legal-retention obligations, fraud and security requirements, dispute preservation, and ordinary backup cycles. Unless otherwise stated in an Order Form or account setting, we may retain identifiable Customer Content for 365 days after completion of a project. Deletion of Customer Content does not require deletion of Aggregated Data that no longer identifies a customer or an individual.

10. Security

We maintain a documented security program with administrative, technical, and physical safeguards designed to protect Personal Data against unauthorized access, acquisition, alteration, disclosure, loss, or destruction. No system is completely secure, and we cannot guarantee that a security incident will never occur.

11. Cookies and analytics

Our website uses cookies and similar technologies for essential functionality, preferences, and analytics. Where required by law, we request consent for non-essential cookies and provide controls to manage them.

12. Your rights

Depending on where you live, you may have rights to access, correct, delete, restrict, or object to processing of your Personal Data; to data portability; to withdraw consent; and to lodge a complaint with a supervisory authority or attorney general. We will not discriminate against you for exercising these rights. To make a request, contact us using Section 14. If we process data solely on a customer's behalf, we may refer your request to that customer.

13. Children

The Service is a business tool intended for adults. It is not directed to children, and we do not knowingly collect Personal Data from anyone under 18. Customers must not submit information concerning children under 18 through the Service.

14. How to contact us

Workspace Design Magazine, LLC (d/b/a Work Design)

904 N Lexington St.

Arlington, VA 22205

Email: bob.fox@workdesign.com

15. Changes to this Notice

We may update this Notice to reflect changes to the Service, the law, or our practices. We will provide reasonable notice of material changes and update the “Last updated” date above.