

# PRIVACY POLICY

Last Updated: March 18, 2020

## WORKOPS RESPECTS YOUR PRIVACY

This Privacy Policy describes how WorkOps Consulting Inc. (“WorkOps”, “we”, or “us”) collects and uses information about you, directly or indirectly, through our websites [workopsconsulting.com](http://workopsconsulting.com) and [workopsllc.com](http://workopsllc.com) (the “Sites”) and elsewhere, including the WorkOps services that we offer (the “Services”). It also describes the choices available to you regarding our use of your Personal Information (as defined below) and how you can access and update that information. The Sites are intended for users located in Canada and the United States. We are proud to demonstrate our commitment to your privacy, by complying with the laws and regulations under, and principles of, applicable privacy laws in Canada and the United States.

“Personal Information” is any information that can reasonably identify an individual and includes information such as your name, address, telephone number, date of birth, email address, etc. Information that cannot identify you, for example information that is aggregated or anonymized, is not considered Personal Information.

By accessing or using the Sites and/or Services, you agree to the collection, use and disclosure of your Personal Information in accordance with this Privacy Policy. From time to time, we may make changes to this Privacy Policy. The Privacy Policy is current as of the “last updated” date which appears at the top of this page. Your continued use of our Sites and/or Services following a change to this Policy means that you provide your consent to the collection, use and disclosure of your Personal Information as set out in the updated Policy. Please check back periodically for updates.

If you have any questions or concerns about our privacy practices and this Privacy Policy, please contact our Privacy Officer, Nigel Bunbury, at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com).

IF YOU ARE A CALIFORNIA RESIDENT, you can learn more about the Personal Information we collect from or about you online and in other contexts, including how we collect, use, and share it, in the Supplemental Notice for California Residents [here](#) (which is incorporated in and a part of this Privacy Policy). The Supplemental Notice for California Residents also describes your rights under California law.

This Privacy Policy applies to any information we collect or receive about you, from any source. This Privacy Policy does not apply to the collection, use and disclosure of Personal Information by other third parties whose web sites we may have linked to the Sites. Like many other web sites, we offer links to other third-party web sites operated by entities other than WorkOps, and you should check the privacy policy of any linked web site to understand their privacy practices. These links are provided for your convenience only. We are not responsible for the content, products, services or information collection policies of such third-party web sites.

### How do we use your Personal Information?

We collect your Personal Information for the following purposes (the “Purposes”):

- a. to respond to any requests and queries you submit to us;
- b. to provide or perform any Services requested by you;
- c. to provide you with information about Services or promotions that may be of interest to you, if you have specifically requested to receive this information;
- d. to gather your opinion and feedback;
- e. to better understand how our clients use the resources provided on the Sites;
- f. to improve the Sites or our Services, including our marketing communications;

- g. to tailor any interactive tools and better facilitate your use of the Sites;
- h. for such other uses of Personal Information for which you provide your consent which are presented to you at the time of collection; and
- i. as otherwise permitted or required by law.

### **To whom do we disclose your Personal Information?**

We may disclose/transfer your Personal Information:

- a. to our affiliates and related entities, to provide and improve the Services offered through the Sites and for assisting us with providing our Services;
- b. to third party service providers (such as payment processors, advisors, auditors, service partners and analytics providers) with whom we have contractual agreements that includes appropriate privacy standards, where such third parties are assisting us with the services (for more information see below). For example, service providers may provide telephone support, data storage or access to certain software we require to perform the Services;
- c. to such persons for which you provide your consent; and
- d. as otherwise permitted or required by law.

We cooperate with government and law enforcement officials and private parties to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials or private parties as we, in our sole discretion, believe necessary or appropriate to respond to claims and legal process (including without limitation subpoenas), to protect our property and rights or the property and rights of a third party, to protect the safety of the public or any person, or to prevent or stop activity we consider to be illegal or unethical. To the extent we are legally permitted to do so, we will take reasonable steps to notify you in the event that we are required to provide your Personal Information to third parties as part of a legal process.

We may also make disclosures of Personal Information in the event our company undergoes fundamental changes, such as involving a potential acquirer and counterparties to the transaction including their professional advisors in connection with a transaction involving the sale of some or all of the business of WorkOps. Following such fundamental change, you may contact the entity to which we disclosed your Personal Information with an inquiry concerning the processing of that information.

Occasionally, we may use service providers outside of Canada to process and/or store Personal Information for us. Please note that to the extent that any Personal Information is located outside of Canada, it is subject to the laws of the country in which it is held, and may be subject to disclosure to the governments, courts or law enforcement or regulatory agencies of such other country, pursuant to the laws of such country. Our Privacy Officer, whose contact information is provided above, can provide further information about our policies and practices regarding service providers located outside of Canada and further information about how these service providers, collect, use, disclose or store personal information on our behalf.

### **When and how do we obtain your consent?**

We obtain your consent prior to collecting, and in any case, prior to using or disclosing your Personal Information for any purpose. You may provide your consent to us either orally, electronically or in writing. The form of consent that we seek, including whether it is express or implied, will largely depend on the sensitivity of the Personal Information and the reasonable expectations you might have in the circumstances. Implied consent occurs when we can assume you have given consent by some other action you have taken or decided not to take. For example, if you request specific information about our

Services or otherwise use our Services and you provide us with Personal Information, we infer that you consent to us using such Personal Information reasonably to provide this information or provide you with the Service. In limited circumstances, we may rely on a third party to obtain your consent to the sharing of your Personal Information with us.

You can withdraw your consent to the collection, use and disclosure of your Personal Information at any time. However, if you choose to withdraw your consent, we may not be able to provide you with the full range of Services or our Sites.

## **How do we collect your Personal Information?**

### **A. Information You Submit to Us**

Our Sites include a Contact Form that collects the contact information you directly submit to us (including your name and email address) so we can respond to your requests for information, Services, support or suggestions. For more information about how you can access, update or correct the information we have about you, please see the “How do I access, update or correct my Personal Information?” section below.

We may also collect information from you in connection with a co-branded offer, and in such cases, it will be clear at the point of collection who is collecting the information and whose privacy statement applies. In addition, it will also describe any choices or options the individual has in regards to the use and/or sharing of Personal Information by the participant and its co-branded partner, as well as how to exercise those options.

### **B. Cookies and Other Tracking Technologies**

Our Sites also collects information passively through the use of cookies and/or other tracking technologies including beacons, tags and scripts. A “Cookie” is a text file that websites send to a visitor’s computer or other Internet-connected devices to uniquely identify the visitor’s browser or to store information or settings in the browser. Cookies make it more convenient as you use our Sites. You can control the use of cookies or decline cookies at the individual browser level as described more fully below, but if you choose to disable cookies, it may limit your use of certain features or functions on our Sites.

We and our service partners and/or analytics service providers use these technologies to analyze trends, administer the Site, track users' movements around the Sites, and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by these companies on an individual or aggregated basis.

### **C. Protocol Data**

As is true of most websites, we gather certain information automatically and store it in log files. This information may include Internet Protocol (IP) addresses, browser type, Internet Service Provider (ISP), referring/exit pages, operating system, date/time stamp and/or clickstream data. We use this information gathered about you from our Sites to help personalize search results, diagnose problems with our server, and to administer our Sites. We also gather broad demographic information from this data to help us improve our Sites and make your browsing experience more enjoyable.

#### *Google Analytics*

We use a tool called “Google Analytics” to collect information about use of the Sites, such as how often users visit the Sites, what pages they visit when they do so, and what other sites they used prior to coming to this Site. Google Analytics collects only the IP address assigned to you on the date you visit the Sites, rather than your name or other identifying information.

Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this Sites. This cookie cannot be used by anyone but Google, Inc. The information generated by the cookie will be transmitted to and stored by Google on servers in the United States.

Google's ability to use and share information collected by Google Analytics about your visits to the Sites is restricted by the Google Privacy Policy. You can prevent Google Analytics from recognizing you on return visits to the Sites by disabling the Google Analytics cookie on your browser.

#### *"Do Not Track" Signals*

Note that your browser settings may allow you to automatically transmit a "Do Not Track" signal to websites and online services you visit. Like many websites and online services, we currently do not alter our practices when we receive a "Do Not Track" signal from a visitor's browser. To find out more about "Do Not Track," you may wish to visit ([www.allaboutdnt.com](http://www.allaboutdnt.com)).

#### D. Data from Other Sources

We may receive information about you from other sources, including publicly available databases or third parties from whom we have purchased data, and combine this data with information we already have about you. This helps us to update, expand and analyze our records, identify new customers, and provide products and services that may be of interest to you. If you provide us Personal Information about others, or if others give us your information, we will only use that information for the specific reason for which it was provided to us. Examples of this type of indirect collection may include information from our strategic partners and service providers. We do this to enhance our ability to serve you, to tailor our products and services to you, and to offer you opportunities to purchase products or services that we believe may be of interest to you.

#### E. Surveys

From time-to-time, we may provide you with the opportunity to participate in surveys. If you choose to participate, we may request certain Personal Information from you. Participation in these surveys is completely voluntary and you therefore have a choice whether or not to disclose the requested information. The requested information typically includes business contact information (such as name and business address), and demographic information (such as business zip code or postal code).

We may use a third-party service provider to conduct these surveys. We will not share the information you provide through a survey with other third parties, except as described above, unless we get your consent to do so.

#### **How do we protect your Personal Information?**

We use commercially reasonable security measures designed to protect against the loss, misuse or alteration of the information under our control. When you submit information to us throughout the Contact Form available on the Sites, we encrypt the transmission of that information using secure socket layer technology (SSL).

WorkOps has implemented physical, organizational, contractual and technological security measures designed to protect your Personal Information from loss or theft, unauthorized access, disclosure, copying, use or modification, including:

- a. that the only employees or authorized consultants who are granted access to your Personal Information are those with a business ‘need-to-know’ or whose duties reasonably require such information;
- b. premises security;
- c. deployment of technological safeguards such as security software and fire walls designed to prevent hacking or unauthorized computer access; and
- d. internal password and security policies.

We follow certain generally accepted standards to protect the information transferred to us, both during transmission and once we receive it. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions or concerns about the security of your personal information, you can contact us at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com).

### **Your Choices**

From time to time, WorkOps or someone acting on behalf of WorkOps may contact you to send information and to provide you with offers for Services. The contacts may occur by e-mail, telephone or text message. In accordance with applicable law, and where you have provided valid consent, you may receive marketing communications from or on behalf of WorkOps. For example, we may present to you a co-branded offer with a service partner. You understand that providing consent to receive such communications is never a condition of purchasing any Services from WorkOps and you can opt-out of receiving these communications at any time.

Under Canada’s Anti-Spam Legislation, if you have engaged WorkOps Services we have your implied consent to send you electronic messages unless you notify us otherwise. You may opt-out of receiving marketing messages by replying to the message indicating so or by contacting us at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com). Even if you opt out of receiving marketing messages, we may still send you transactional messages (such as responses to your requests and questions or updates about this Privacy Policy).

Your web browser may give you the ability to control cookies. How you do so depends on the type of cookie. Certain browsers can be set to reject browser cookies. To control flash cookies, which we may use on certain websites from time to time, you can go [here](#). Why? Because flash cookies cannot be controlled through your browser settings.

### **Referrals & Minors**

If an existing client elects to refer another organization or individual to our Sites, we may ask the client for that organization or individual’s name and email address. WorkOps will send the referee a one-time email inviting them to visit our Sites. The referee may contact WorkOps at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com) to request the removal of this information from our database. If you believe that one of your contacts has provided us with your personal information and you would like to request that it be removed from our database, please contact us at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com).

Our Sites are not intended to solicit information of any kind from individuals under the age of majority in their jurisdiction of residence (“Minors”) without the required consent from their parents/guardians. If we become aware of any information we possess that may belong to a Minor, we will delete this information. If you are a parent/guardian and you suspect that your child may have submitted Personal Information to us, please contact us at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com).

## **How long will we utilize, disclose or retain your Personal Information?**

We may keep a record of your Personal Information, correspondence or comments in a file specific to you. We will utilize, disclose or retain your Personal Information for as long as necessary to fulfill the purposes for which that Personal Information was collected and as permitted or required by law. We have established minimum and maximum retention periods and procedures for maintaining and destroying your Personal Information.

We receive and store any information you enter on our Sites, or give us in any other way, including through email, telephone, or other communications with our consultants. If you contact us for support, we will keep an internal record of what support was given. We will retain and use your Personal Information as necessary in order to comply with our legal obligations, resolve disputes, or enforce our agreements.

## **How do I access, update or correct by Personal Information?**

You have a right to review any of the Personal Information that we hold about you and learn about how we have used it or to whom we have disclosed it by contacting us. Subject to any exceptions prescribed or allowed by law, you can access, update, correct or request deletion of the Personal Information we have about you or process on behalf of a third party and challenge its accuracy and completeness. You can request this by contacting us at any of the addresses below:

- i You may send mail to 1 King St W, Suite 4800, Toronto, ON, M5H 1A1 (Canadian customers) or 1717 N Akard Street, Suite 230, Dallas, TX 75201 (US customers);
- ii You may call us toll-free at 1 (844) WORKOPS (967-5677); or
- iii You may send an email to [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com).

We will respond to your requests in compliance with any timelines required by applicable laws. We will advise you in writing if we cannot meet your requests within this time limit. However, we may deny access when required or authorized by law. For example, we may deny access when granting access would have an unreasonable impact on other people's privacy or when necessary to protect our confidential commercial information and the requested information cannot be severed from the balance of the record in which it is contained. If we deny your request for access to, or refuse a request to correct information, we shall explain why.

If you are a California resident, you can learn about your additional privacy rights by viewing our Supplemental Notice for California Residents [here](#).

If you are dissatisfied with how we have handled your request, please contact us and we will make every reasonable effort to resolve the issue. If you remain dissatisfied, Canadian users have the right to make a complaint to the federal Privacy Commissioner or your provincial privacy commission in respect of the privacy concern.

## **Contacting Us**

If you have any questions about our Privacy Policy, the practices of the Sites, or your dealings with the Sites or Services, please contact our Privacy Officer at [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com) or write to us at our head office location:

WorkOps Consulting  
Attention: Privacy Officer  
1 King Street West, Suite 4800  
Toronto, Ontario, Canada M5H 1A1



# Privacy Policy Supplemental Notice for California Consumers

**Date Posted and Effective Date: March 18, 2020**

This Supplemental Notice for California Consumers (“**Supplemental Notice**”) is a part of the Privacy Policy and supplements the information contained in the Privacy Notice. This Supplemental Notice applies solely to visitors, users, and others who are residents of the State of California (as defined in Section 17014 of Title 18 of the California Code of Regulations).

The California Consumer Privacy Act of 2018 (**CCPA**) gives California residents the right to know what personal information WorkOps collects about them, including whether it is being sold or disclosed to third parties. The CCPA also grants certain rights to California residents, including the right to delete their personal information (subject to certain exceptions) and the right to prevent WorkOps from selling their personal information. Companies are also prohibited from retaliating or discriminating against consumers for exercising their rights under the CCPA.

This Supplemental Notice provides the information required under the CCPA and applies to both WorkOps’ online and offline activities. For more information about how we collect, use, and share information through our Sites and Services, please review the body of our Privacy Policy found [here](#). Any terms defined in the CCPA have the same meaning when used in this Supplemental Notice.

We set out below the CCPA categories of personal information we have collected from or about California consumers within the last twelve (12) months, including consumers that have viewed our Sites, used our services, attended an event sponsored or hosted by WorkOps, or have otherwise interacted with WorkOps or our Services. Personal information in certain categories may overlap with personal information in other categories. Under the CCPA, “personal information” does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records, or information that is aggregated or deidentified.

Personal Information Category	Data Examples	Categories of Sources	Purpose for Collecting Information	Categories of Third Parties with Whom We May Share
Identifiers	<ul style="list-style-type: none"> <li>▪ Device IP Address</li> <li>▪ Username</li> <li>▪ Email address</li> <li>▪ Cookies</li> <li>▪ Telephone number</li> <li>▪ Mailing address</li> <li>▪ Signatures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Directly from Consumers through submission of forms on our site, use of our services</li> <li>▪ Attendance and participation in WorkOps events</li> <li>▪ During transactions between the Consumer's company and WorkOps.</li> <li>▪ Public records.</li> <li>▪ Research partners.</li> <li>▪ Consumer data resellers.</li> <li>▪ Third parties who help us maintain the accuracy of our data and data aggregators that help us complete and enhance our records.</li> <li>▪ Marketing vendors.</li> <li>▪ Third parties who provide digital marketing and analytics services for us using cookies and similar technologies that contain a unique identifier, such as an advertising ID.</li> <li>▪ Third parties who provide product fulfillment services in connection with our products and services.</li> <li>▪ Third parties that provide access to information you make publicly available, such as social media platforms.</li> <li>▪ Your computer and mobile devices (automatically) when you visit or interact with our websites.</li> <li>▪ Cookies, web beacons, and similar technologies (automatically) when you visit our websites or third-party websites.</li> <li>▪ Third party advertising partners and other third parties who provide digital marketing services.</li> <li>▪ Third parties who provide website and online security services.</li> <li>▪ When we record WebEx calls with your permission.</li> <li>▪ Your mobile devices and other Internet-connected devices and applications (automatically).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enroll you in our programs and provide our products and services to you.</li> <li>▪ Administer, manage, analyze, and improve our programs, products, and services.</li> <li>▪ Issue invoices and collect payments.</li> <li>▪ Reimburse customers, satisfy warranty obligations, and fulfill payment obligations.</li> <li>▪ Communicate with you regarding our programs, products, and services.</li> <li>▪ Procure vendor/supplier products and services, including to manage and satisfy related vendor/supplier contractual obligations.</li> <li>▪ Analyze and better understand your needs, preferences, and interests, as well as those of other consumers.</li> <li>▪ Conduct internal business analysis and market research.</li> <li>▪ Advertising and product promotion, including to contact you regarding programs, products, services, and topics that may be of interest or useful.</li> <li>▪ Engage in joint marketing initiatives.</li> <li>▪ Administer, provide access to, monitor, and secure our information technology systems, websites, applications, databases, and devices.</li> <li>▪ Detect security incidents and other fraudulent activity.</li> <li>▪ Monitor, investigate, and enforce compliance with our policies, product/service terms and conditions, and legal and regulatory requirements.</li> <li>▪ Comply with legal and regulatory obligations.</li> <li>▪ To verify your identity in relation to requests made pursuant to your CCPA rights.</li> <li>▪ To identify you and your device(s) for any/all purposes identified above, including to monitor your use of and interactions with programs, products, services, and advertisements for such purposes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authorized/legal representatives</li> <li>▪ Third parties with whom we have joint marketing and similar arrangements.</li> <li>▪ Third parties who provide product fulfillment services in connection with our products and services.</li> <li>▪ Third parties as needed to complete transactions and for authentication, security, and fraud prevention.</li> <li>▪ Third parties who deliver our communications, such as the postal service and couriers.</li> <li>▪ Other third parties in connection with completing transactions and provide our products/services, including delivery companies, agents, and manufacturers.</li> <li>▪ Third parties who provide marketing and data analytics services, such as social media platforms used to deliver our ads, website/email optimization providers, email marketing vendors, and data analytics vendors.</li> <li>▪ Third party network advertising partners.</li> <li>▪ Consumer reporting agencies.</li> <li>▪ Our lawyers, auditors, and consultants.</li> <li>▪ Legal and regulatory bodies and other third parties as required by law.</li> </ul>
California Customer Records personal information categories (Cal. Civ. Code § 1798.80(e))	<ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Mailing address</li> <li>▪ Telephone number</li> </ul>	<ul style="list-style-type: none"> <li>▪ Directly from Consumers through submission of forms on our site.</li> <li>▪ Indirectly creation of a user profile on our website.</li> <li>▪ Public records.</li> <li>▪ Research partners.</li> <li>▪ Consumer data resellers</li> <li>▪ Third parties who help us maintain the accuracy of our data and data aggregators that help us complete and enhance our records.</li> <li>▪ Marketing vendors</li> <li>▪ Third parties who provide digital marketing and analytics services for us using cookies and similar technologies that contain a unique identifier, such as an advertising ID.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enroll you in our programs and provide our products and services to you.</li> <li>▪ For security and application authentication</li> <li>▪ Conduct internal business analysis and market research.</li> <li>▪ Engage in joint marketing initiatives.</li> <li>▪ Advertising and product promotion, including to contact you regarding programs, products, services, and topics that may be of interest or useful.</li> <li>▪ Provide access to, monitor, and secure our facilities, equipment, and other property.</li> <li>▪ Detect security incidents and other fraudulent activity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Authorized/legal representatives</li> <li>▪ Third parties with whom we have joint marketing and similar arrangements.</li> <li>▪ Third parties who provide product fulfillment services in connection with our products and services.</li> <li>▪ Third parties who deliver our communications, such as the postal service and couriers.</li> <li>▪ Other third parties as necessary to complete transactions and provide our products/services, including delivery companies, agents, and manufacturers.</li> <li>▪ Third parties who provide marketing and data analytics services, such as social media platforms used to deliver our ads, website/email optimization providers, email marketing vendors, and data analytics vendors.</li> </ul>



		<ul style="list-style-type: none"> <li>Third parties who provide product fulfillment services in connection with our products and services.</li> <li>Third parties that provide access to information you make publicly available, such as social media platforms.</li> <li>When you contact or visit us (automatically), such as when we may record calls.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor, investigate, and enforce compliance with our policies, product/service terms and conditions, and legal and regulatory requirements.</li> <li>Comply with legal and regulatory obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Third party network advertising partners.</li> <li>Third parties in connection with the completion of transactions and for authentication, security, and fraud prevention.</li> <li>Consumer reporting agencies.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Protected classification characteristics under California or federal law	<ul style="list-style-type: none"> <li>Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Directly from Consumers via event registration forms.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure ADA accommodations for event attendees.</li> <li>Comply with legal and regulatory obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Other third parties as necessary to operate our events and provide our products/services.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Commercial Information	<ul style="list-style-type: none"> <li>Purchases of our products and services.</li> <li>Engagement with our application Wdesk.</li> <li>WorkOps Conferences or events attended.</li> </ul>	<ul style="list-style-type: none"> <li>Your computer and mobile devices (automatically) when you visit or interact with our websites, applications, and online platforms.</li> <li>Your mobile devices and other internet-connected devices and applications (automatically).</li> <li>When you contact or visit us (automatically), such as when we record calls to our call center or use CCTV cameras in our facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Determine and verify program, product, and service eligibility and coverage.</li> <li>Administer, manage, analyze, and improve our programs, products, and services.</li> <li>Issue invoices and collect payments.</li> <li>Conduct internal business analysis and market research.</li> <li>Advertising and product promotion, including to contact you regarding programs, products, services, and topics that may be of interest or useful.</li> <li>Engage in joint marketing initiatives.</li> <li>To identify you and your device(s) for any/all purposes identified above, including to monitor your use of and interactions with programs, products, services, and advertisements for such purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties with whom we have joint marketing and similar arrangements.</li> <li>Third parties who provide product fulfillment services in connection with our products and services.</li> <li>Payment processors, financial institutions, and others as needed to complete transactions and for authentication, security, and fraud prevention.</li> <li>Third parties who deliver our communications, such as the postal service and couriers.</li> <li>Other third parties as necessary to complete transactions and provide our products/services, including delivery companies, agents, and manufacturers.</li> <li>Third parties who provide marketing and data analytics services, such as social media platforms used to deliver our ads, website/email optimization providers, email marketing vendors, and data analytics vendors.</li> <li>Third party network advertising partners.</li> <li>Third parties who assist with our information technology and security programs.</li> <li>Third parties who assist with fraud prevention, detection, and mitigation.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Internet or another similar network activity	<ul style="list-style-type: none"> <li>Information on a Consumer's interaction with our website and our application, Wdesk</li> </ul>	<ul style="list-style-type: none"> <li>Your computer and mobile devices (automatically) when you visit or interact with our websites, applications, and online platforms.</li> <li>Your mobile devices and other internet-connected devices and applications (automatically).</li> <li>Cookies, web beacons, and similar technologies (automatically) when you visit our websites or third-party websites.</li> </ul>	<ul style="list-style-type: none"> <li>Determine and verify program, product, and service eligibility and coverage.</li> <li>Administer, manage, analyze, and improve our programs, products, and services.</li> <li>Issue invoices and collect payments.</li> <li>Conduct internal business analysis and market research.</li> <li>Engage in joint marketing initiatives.</li> <li>Provide access to, monitor, and secure our facilities, equipment, and other property.</li> <li>Detect security incidents and other fraudulent activity.</li> <li>Monitor, investigate, and enforce compliance with our policies, product/service terms and</li> </ul>	<ul style="list-style-type: none"> <li>Authorized/legal representatives</li> <li>Third parties with whom we have joint marketing and similar arrangements.</li> <li>Payment processors, financial institutions, and others as needed to complete transactions and for authentication, security, and fraud prevention.</li> <li>Third parties who provide marketing and data analytics services, such as social media platforms used to deliver our ads, website/email optimization providers, email marketing vendors, and data analytics vendors.</li> <li>Third party network advertising partners.</li> </ul>

			<ul style="list-style-type: none"> <li>conditions, and legal and regulatory requirements.</li> <li>Comply with legal and regulatory obligations.</li> <li>To identify you and your device(s) for any/all purposes identified above, including to monitor your use of and interactions with programs, products, services, and advertisements for such purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties who assist with our information technology and security programs.</li> <li>Third parties who assist with fraud prevention, detection, and mitigation.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Geolocation data	<ul style="list-style-type: none"> <li>IP address</li> <li>Browser fingerprint</li> <li>Time zone</li> </ul>	<ul style="list-style-type: none"> <li>Your computer and mobile devices (automatically) when you visit or interact with our websites, applications, and online platforms.</li> <li>Your mobile devices and other internet-connected devices and applications (automatically).</li> <li>When you contact or visit us (automatically), such as when we record calls to our call center or use CCTV cameras in our facilities.</li> <li>When you confirm in a contract or on a form your location.</li> </ul>	<ul style="list-style-type: none"> <li>Correct identification of actors in audit logs</li> <li>Assist in direct communications from Wdesk support team.</li> <li>Administer, manage, analyze, and improve our programs, products, and services.</li> <li>Issue invoices and collect payments.</li> <li>Conduct internal business analysis and market research.</li> <li>Engage in joint marketing initiatives.</li> <li>Provide access to, monitor, and secure our facilities, equipment, and other property.</li> <li>Detect security incidents and other fraudulent activity.</li> <li>Monitor, investigate, and enforce compliance with our policies, product/service terms and conditions, and legal and regulatory requirements.</li> <li>Comply with legal and regulatory obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties who provide product fulfillment services in connection with our products and services.</li> <li>Payment processors, financial institutions, and others as needed to complete transactions and for authentication, security, and fraud prevention.</li> <li>Third parties who deliver our communications, such as the postal service and couriers.</li> <li>Other third parties as necessary to complete transactions and provide our products/services, including delivery companies, agents, and manufacturers. Third party network advertising partners.</li> <li>Third parties who assist with our information technology and security programs.</li> <li>Third parties who assist with fraud prevention, detection, and mitigation.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Professional or employment-related information	<ul style="list-style-type: none"> <li>Current or past job history, including employer details (name, job title, industry, company location, company domain)</li> </ul>	<ul style="list-style-type: none"> <li>Directly from Consumers through submission of job applications.</li> <li>Public records.</li> <li>Third parties who help us maintain the accuracy of our data and data aggregators that help us complete and enhance our records.</li> <li>Consumer data resellers.</li> <li>Marketing vendors.</li> <li>Third parties who provide product fulfillment services in connection with our products and services.</li> <li>Third parties that provide access to information you make publicly available, such as social media platforms.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate your job application.</li> <li>Determine and verify program, product, and service eligibility and coverage.</li> <li>Allows us to identify users with their company's account when requesting support.</li> <li>To tailor content for website visitors.</li> <li>Administer, manage, analyze, and improve our programs, products, and services.</li> <li>Issue invoices and collect payments.</li> <li>Conduct internal business analysis and market research.</li> <li>Advertising and product promotion, including to contact you regarding programs, products, services, and topics that may be of interest or useful.</li> <li>Engage in joint marketing initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties with whom we have joint marketing and similar arrangements.</li> <li>Third parties who provide product fulfillment services in connection with our products and services.</li> <li>Third parties who deliver our communications, such as the postal service and couriers.</li> <li>Other third parties as necessary to complete transactions and provide our products/services, including delivery companies, agents, and manufacturers.</li> <li>Third party network advertising partners.</li> <li>Third parties who assist with our information technology and security programs.</li> <li>Third parties who assist with fraud prevention, detection, and mitigation.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
Inferences drawn from other personal information	<ul style="list-style-type: none"> <li>Potential preferences regarding our products and services</li> </ul>	<ul style="list-style-type: none"> <li>We draw inferences from the information we collect from and about you, such as your preferences, characteristics, attributes, and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>Determine and verify program, product, and service eligibility and coverage.</li> <li>Administer, manage, analyze, and improve our programs, products, and services.</li> <li>Conduct internal business analysis and market research.</li> <li>Advertising and product promotion, including to contact you regarding programs, products, services, and topics that may be of interest or useful.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties with whom we have joint marketing and similar arrangements.</li> <li>Third parties who provide marketing and data analytics services, such as social media platforms used to deliver our ads, website/email optimization providers, email marketing vendors, and data analytics vendors.</li> <li>Third parties who assist with our information technology and security programs.</li> </ul>

			<ul style="list-style-type: none"> <li>To identify you and your device(s) for any/all purposes identified above, including to monitor your use of and interactions with programs, products, services, and advertisements for such purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Third parties who assist with fraud prevention, detection, and mitigation.</li> <li>Our lawyers, auditors, and consultants.</li> <li>Legal and regulatory bodies and other third parties as required by law.</li> </ul>
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We share personal information with third parties in various ways as described in this Supplemental Notice and the Privacy Policy. We do not currently consider the ways we share your personal information to comprise the “sale” of your information as defined in the CCPA. You can learn about ways in which you can control the collection of information about you through cookies and other tracking tools by reviewing the disclosures in the Privacy Policy.

California residents may make the following requests with regard to their personal information:

- Access – You can request that we disclose to you the following: (i) the categories of personal information that we have collected about you; (ii) the categories of sources from which we have collected personal information about you; (iii) the business or commercial purpose for collecting or selling your personal information; (iv) the categories of personal information that we have sold about you and the categories of outside parties to whom the personal information was sold; (v) the categories of personal information that we have disclosed about you for our business purposes and the categories of vendors to whom the personal information was disclosed; and/or (vi) the specific pieces of personal information that we have collected about you over the past 12 months.
- Deletion – You can request that we delete the personal information that we maintain about you, subject to certain exceptions.

Note that for purposes of these requests, personal information does not include information about job applicants, employees and other of our personnel; information about employees and other representatives of third-party entities we may interact with; or information we have collected as a service provider to our clients.

We will take reasonable steps to verify your identity prior to responding to your requests. The verification steps will vary depending on the sensitivity of the personal information and whether you have an account with us.

We may deny certain requests, or fulfill a request only in part, based on our legal rights and obligations. For example, we may retain personal information as permitted by law, such as for tax or other record keeping purposes, to maintain an active account, and to process transactions and facilitate customer requests. We will not discriminate against you because you exercised any of these rights.

If you would like to submit a personal information request, please contact us by sending a note to [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com) or by calling us toll-free at +1-844-967-5677 (+1-844-WORKOPS).

You may also authorize someone else to submit these requests on your behalf. To do so, you may designate directly with us another person who may act on your behalf by providing us with a notarized copy of power of attorney, or ask the authorized agent to provide us with a copy of your written permission and a scanned copy of their own government-issued ID.

California residents who are unable to review or access the Privacy Policy (including this Supplemental Notice) due to a disability may reach out to [privacy@workopsconsulting.com](mailto:privacy@workopsconsulting.com) to access the Privacy Policy (including this Supplemental Notice) in an alternative format.