



WORKSHOP SOFTWARE, INC.

PRIVACY POLICY

Last Updated: February 10, 2026

This Privacy Policy describes how Workshop Software, Inc. (“**Workshop**,” “**we**,” “**us**,” or “**our**”) collects, uses, discloses, and otherwise processes personal information in connection with our website (“**Website**”), applications, and related services (collectively, the “**Services**”).

This Privacy Policy applies to personal information that Workshop processes as a controller. Where Workshop processes personal data on behalf of customers in its role as a processor, such processing is governed by the applicable customer agreement and data processing addendum (“**DPA**”), not this Privacy Policy.

By accessing or using the Services, you acknowledge that you have read and understood this Privacy Policy.

IF YOU ARE A RESIDENT OF CANADA: PLEASE SEE THE “CANADIAN PRIVACY RIGHTS” SECTION BELOW FOR ADDITIONAL TERMS THAT APPLY TO YOU.

IF YOU ARE A RESIDENT OF AUSTRALIA: PLEASE SEE THE “AUSTRALIAN PRIVACY RIGHTS” SECTION BELOW FOR ADDITIONAL TERMS THAT APPLY TO YOU.

IF YOU ARE A RESIDENT OF SOUTH AFRICA: PLEASE SEE THE “SOUTH AFRICAN PRIVACY RIGHTS” SECTION BELOW FOR ADDITIONAL TERMS THAT APPLY TO YOU.

IF YOU ARE A RESIDENT OF THE EUROPEAN ECONOMIC AREA, SWITZERLAND, OR THE UNITED KINGDOM: PLEASE SEE THE “EEA, UK & SWISS PRIVACY RIGHTS” SECTION BELOW FOR ADDITIONAL TERMS THAT APPLY TO YOU.

1. WHAT IS PERSONAL INFORMATION?

For purposes of this Privacy Statement, “**Personal Information**” or “**Personal Data**” means information that alone or in combination identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household. Personal Information does not include publicly available information or aggregated information that does not include personal identifiers.

2. CATEGORIES OF PERSONAL INFORMATION WE COLLECT

We collect specific categories of Personal Information when you access our Website, or otherwise communicate with us. The information we collect varies depending on the Services you are using.

We describe how we collect information on our Services below:

Category of Data	Examples	Retention Period
Identifiers	Full name, mailing address, billing address, shipping address, Internet Protocol Address (“IP Address”), email address, account user ID and password, and telephone number.	For business customers: We retain this information as long as we have a business relationship with you. For investors: As long as required by law. For individuals: As long as needed to respond to your requests or as required by law.
Customer Records	Name, signature, physical characteristics or description, address, telephone number, bank account number, credit card number, debit card number, or any other financial information.	As long as we have a business relationship with you.
Commercial Information	Records of products or Services you purchased or received, or considered, other purchasing history and invoices.	As long as we have a business relationship with you.
Internet Activity	Browsing history, search history, information regarding your interactions with the Website, applications, or advertisements, electronic device identifier, hardware information, operating system version, browser type and version, browser language, media access control (“MAC”), screen resolution, cookie	For as long as is needed for our business purposes.

Category of Data	Examples	Retention Period
	information, system type, access times, referring Website URLs.	
Imprecise Geolocation Data	City, State, Zip Code, and Country (based on IP Address).	For as long as it is needed to obtain general statistics on Website traffic.
Sensory Information	Customer Services calls.	For as long as is needed for our business and customer Services purposes.

3. SOURCES OF THE INFORMATION WE COLLECT AND THE PURPOSE FOR WHICH WE COLLECT IT

The charts below list the categories of Personal Information we may collect, as well as the sources we collect the information and the purpose(s) for such collection.

Information we collect from you:

We collect certain Personal Information from you directly or automatically using technology for the purposes described below:

Purpose for Collection and Use	Examples	Category of Data
Business Purposes	• To facilitate transactions • To process, deliver, and return products and Services • To improve products and Services • To provide customer service • To create accounts • To inform our business strategies • To engage in product research and development	• Identifiers • Customer Records • Commercial Information • Internet Activity • Sensory Information

Purpose for Collection and Use	Examples	Category of Data
	• To monitor and improve our products and Services • To administer surveys	
Communication Purposes	• To respond to your requests or inquiries • To send you newsletters and updates • To provide information about our products and Services	• Identifiers • Customer Records • Commercial Information • Internet Activity • Sensory Information
Employment Purposes	• We collect Personal Information such as your name, address, email, and phone number when you apply for employment with us through the Website. • In addition, we may collect information relating to your demographics, education, and employment history when you submit that information as part of an employment application. Not all requested information is required, however, and we specifically indicate what information is required to submit your employment application.	• Identifiers
Website Management Purposes	• To provide personalized experiences • To troubleshoot problems with the Website • To help improve the Website • To understand how you get to the Website	• Identifiers • Internet Activity

Purpose for Collection and Use	Examples	Category of Data
Marketing & Advertising Purposes	• To send you promotions • To serve you targeted advertising • To send you e-mail promotions	• Identifiers • Internet Activity • Commercial Information
For Compliance and Legal Purposes	• To protect our legal rights and the rights of third parties	• Identifiers • Customer Records • Commercial Information
Analytics	• To perform analytics on your use of the Website • To understand the Website demographics and user preferences	• Identifiers • Internet Activity • Geolocation Information

Information we collect from third party sources:

We collect Personal Information from various third-party companies and public sources as described below:

Purpose for Collection and Use	Examples	Category of Data	Third Party Source
Commercial Purposes	When you purchase our products and services, we may coordinate with service providers to ensure the delivery and installation of those products and services. When you purchase our products or services, we do not receive your credit card, debit card, or other financial information. Instead, that information is provided directly to a PCI-compliant payment processor to	• Identifiers • Customer Records	Payment Processors Service Providers

Purpose for Collection and Use	Examples	Category of Data	Third Party Source
	help us facilitate payment. However, we do receive your contact information and purchase information from the payment processor. Please see the payment processor Stripe's Privacy Policy and Maxio's Privacy Policy for information concerning how they manage your personal information.		
Marketing & Advertising Purposes	We may receive information from our third-party advertising Services providers.	Identifiers	Service Providers Third Party Marketing and Analytics Companies
Analytics	We may also receive Personal Information from our third-party analytics providers.	- Identifiers - Internet Activity - Commercial Information	Website-related Service Providers, including analytics providers Third Party Marketing and Analytics Companies

Disclosing Personal Information:

We may disclose your Personal Information as follows:

With Whom We Disclose Personal Information	Purpose for Disclosing	Category of Information
Employees, Business Partners, Affiliates, and Subsidiaries	Business Purposes including to process, deliver, and provide Services, communicate with you, provide customer service, and improve our products and Services. Website Management including troubleshooting problems, improving the content and functionality of the Website, and customizing the Website for you and our users.	• Identifiers • Commercial Information • Customer Records • Internet Activity • Sensory Information
Services Providers	Business Purposes including payment processing, customer service, and performing analytics. Website Management including hosting, troubleshooting problems, improving the content and functionality of the Website, and performing statistical and other analyses of the Website.	• Identifiers • Internet Activity • Customer Records • Commercial Information
Third-Party Advertising Networks and Social Media Platforms	Marketing & Advertising Purposes including providing targeted advertising and other marketing communications. Business Purposes, including performing data analysis and statistical analysis for us.	• Identifiers • Commercial Information • Internet Activity
Government and Law Enforcement	Legal Purposes. We will cooperate with law enforcement and other governmental agencies and may disclose Personal Information: (i) if we believe in good faith we are legally required to disclose that Personal Information, (ii) if we are advised to disclose Personal Information by our legal counsel, or (iii) when necessary to identify, contact or bring legal action against someone who may cause or be causing harm to, or	• Identifiers • Commercial Information • Internet Activity • Customer Records

With Whom We Disclose Personal Information	Purpose for Disclosing	Category of Information
	interfering with the legal rights of, Workshop or any other person or entity.	
Professional Advisors	Business Purposes. We need to receive advice from our professional advisors, such as our attorneys, accountants, financial advisors, and business advisors, in their capacity as advisors to us.	• Identifiers • Commercial Information • Customer Records
New Owners or Successors in Interest	Change in Ownership/Business Successors. We may share your Personal Information in connection with a contemplated or completed strategic business transaction such as a merger, acquisition, or sale of all or substantially all of our assets or stock to a subsequent owner or operator, a dissolution, bankruptcy, liquidation, or other similar business transaction where Personal Information may be shared, sold or transferred to that third party, including during the due diligence process.	• Identifiers • Commercial Information • Internet Activity • Customer Records
Other Users	Digital Millenium Copyright Act Requests. By submitting a copyright infringement notice, counter-notice, or other similar notification, you consent to have that communication forwarded to any person or entity to whom the notice or counter-notice relates in order to facilitate a prompt resolution of the copyright infringement claim.	• Identifiers

4. DE-IDENTIFIED/AGGREGATED DATA

We may aggregate or de-identify Personal Information we collect through our Website and when operating our business. Once information or data has been de-identified and/or aggregated, such information is no longer Personal Information. Workshop may use or share such de-identified or aggregated data for any legal purpose at its sole discretion.

5. AI CHATBOT TECHNOLOGY

Workshop uses chat services and software code that collect users' interactions with the Website and in a manner that allows us to monitor and review these interactions for customer service and to improve our Services. These interactions may include users' Personal Information entered into the chat window, webpages visited on our Website, IP address, and geographic location information such as city, state, or geographic area. These interaction replays help us identify and diagnose usability problems, identify areas for improvement, and improve the customer experience when using the Services. Conversations and interactions with AI features may be logged and processed to improve performance. Please see the Service Provider's [HubSpot Privacy Policy](#) for information concerning how they process personal information when using the chat feature.

6. WEBSITE ANALYTICS, COOKIES, AND OTHER TRACKING TECHNOLOGY

We use analytics services and targeted advertising cookies in addition to location features that are connected to your use of the Services. We use cookies, web beacons, pixel tags, and other technologies (collectively "**Cookies**") on our Services to automatically collect information used to improve the Services and to advertise to you. A cookie is a small text file that our Services save onto your computer or device when you use the Website.

A cookie can either be a "session" cookie or a "persistent" cookie. Session cookies exist only for so long as you are visiting the Website and are typically deleted when you exit your web browser. Each time you visit a Website that has implemented a persistent cookie, the persistent cookie is renewed, and that cookie will remain active until its predetermined expiration date.

A. Website Analytics

We use third-party software tools on our Website to learn more about how visitors navigate the Website and view content. These third-party analytics providers provide us with analytical information collected through the Cookies that we use to improve the Website, to make sure it is easy to use, and to develop content that is both interesting and customized.

- **Google Tag, Analytics and Its Advertising Features:** We have enabled and implemented Google Tag, Analytics with signals and Google Dynamic Remarketing, a Google Analytics Advertising features. To prevent Google from using data collected by Google Analytics, follow the instructions to download and install the [Google Analytics Opt-out Browser Add-on](#) for each web browser you use. Using the Google Analytics opt-out browser add-on will not prevent us from using other analytics tools and will not prevent data from being sent to the Website itself or to Google. Opting out will not affect your use of the Website. For more information on how Google uses Personal Information, visit [Google's Privacy Policy](#) and Google's page on [How Google uses data when you use their partners' websites or apps](#).

- **LinkedIn Analytics:** We have enabled LinkedIn Analytics. We use this analytics information to evaluate the use of the Site, compile reports on Site activity, and for our use and for providing other services relating to activity on and use of the Site. To learn more about LinkedIn’s privacy practices, please refer to their privacy policy, available [here](#).

B. Targeted Advertising

We use service providers and other third parties to serve you customized email, SMS, and internet-based advertisements. Those ad networks use cookies and other tracking technologies to serve ads based on your prior visits to our Website. These ad networks may place and store cookies on the devices you use to access our Services and collect information, including your browsing behavior, referring websites, and your response to advertisements.

- **HubSpot Ads Pixel.** We use HubSpot’s analytics services. HubSpot collects customer data and browser behavior from our Services to optimize our ad targeting experience. HubSpot’s services help track our ads' impact on our Website and allows us to receive insights from our visitors and their Website behavior. To learn more, please visit [HubSpot Privacy Policy](#).
- **LinkedIn Ads:** We use LinkedIn Ads to display search advertisements and to track when you have visited or used our Services. If you click on a LinkedIn Ads advertisement, LinkedIn Ads stores a cookie on your device that is used to track the number of individuals who click on a LinkedIn Ads advertisement and are forwarded to the applicable website. To learn more about LinkedIn’s privacy practices, please refer to their privacy policy, available [here](#). LinkedIn allows you to opt out of tracking associated with LinkedIn Ads. You may opt-out [here](#) or [here](#).
- **Meta Custom Audiences:** We use the remarketing services of Meta, Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA (“Meta”) on our Site. We use Meta Custom Audiences to deliver targeted advertisements to website visitors across those Meta owned social media platforms based on email addresses that we have collected. You may learn more about Meta Custom Audiences by visiting [here](#). To learn more about Meta’s Privacy Policy, including their services and your rights, please [click here](#).

C. Session Replay Services

Session replay technology enables us to collect information about how you navigate and use our Website in real-time. Session replay technology collects information, including the date and time you visited the Site, mouse clicks, mouse movements, keystrokes and text input, scrolling, webpage, or content loading times.

- **Hotjar:** We use a session tracking replay software called Hotjar to help us better understand users’ experience on the online portions of our Operations (e.g., how

much time they spend on which pages, which links they choose to click, what users do and don't like, etc.) and this enables us to build and maintain the online portions of our Operations. Hotjar's session tracking replay software uses cookies and other technologies to collect information about how users navigate and use the online portions of our Operations in real-time. This information may include the date and time you visited the online portions of our Operations, mouse clicks, mouse movements, keystrokes and text input, scrolling, webpage or content loading times, site errors, device IP address, device screen size, device type, browser information, geographic location, and the preferred language used to display the online portions of our Operations. Hotjar stores this information on our behalf in a pseudonymized user profile. Hotjar is contractually forbidden from selling any of the data they collect on our behalf. For further details, please see the "about Hotjar" section of [Hotjar's support site](#).

7. YOUR CONSUMER PRIVACY CHOICES

We recognize that you may want to limit how your Personal Data is collected, used, and shared. We offer several choices with respect to how we collect or use your Personal Data, including:

- **Opting Out of Email Marketing** – You can opt-out of receiving marketing and other promotional email communications we send you by following the unsubscribe instructions contained in most email messages from us. Your unsubscribe request or email preference changes will be processed promptly, though this process may take several days. During that processing period, you may receive additional marketing and other promotional emails from us. Please note, opting out of these communications will only apply to marketing and other promotional emails and will not apply to any email or other communications we send to you for non-marketing purposes, including, but not limited to, emails and other communications about your access to or use of the Services.
- **Opting Out of Targeted Advertising** – If you wish to limit third-party advertising, you can visit the [National Advertising Initiative Consumer Opt-Out](#) page and the [Digital Advertising Alliance's Consumer Choice Tool](#) page. In addition, the electronic device you use to visit the online portions of our Operations may offer additional privacy settings; please see the device settings for details. Please note that even if you opt-out of receiving interest-based advertising, you will still receive advertisements, but they will be more general in nature.
- **Updating Your Personal Data** – If you wish to update or correct any Personal Data you have provided to us, you can contact us by email at help@useworkshop.com. We recommend that you do not use email communications to send us sensitive Personal Data.
- **Additional Rights for Residents of California** – If you are a California resident, under California's Shine the Light Law (California Civil Code Section 1798.83) you have the right to request the following information regarding our disclosure of

your Personal Data to third parties for direct marketing purposes: (1) the categories of Personal Data we disclosed to third parties for their direct marketing purposes during the preceding calendar year; (2) the names and addresses of the third parties that received the information; and (3) if the nature of the third party's business cannot be determined from their name, examples of the products or services they marketed. This information may be provided in a standardized form that is not specific to you. You are permitted to obtain this information from us once a year, free of charge. To make such a request, please submit your request in writing to:

Workshop Software, Inc.
1229 Millwork Ave., Suite 200
Omaha, NE 68102

8. LEAVING OUR WEBSITE AND/OR LINKING TO THIRD PARTIES

We strive to ensure that any information you send us is safe. When you leave our Website and go to another linked website, we are not responsible for the content or availability of the linked website. Please be advised that we do not represent either the third party or you if you enter into a transaction on the third-party website. Further, the privacy and security policies of the linked website may differ from those practiced by us. The inclusion of any link does not imply our endorsement of any other company, its website(s), or its product(s) and/or services(s). We are not responsible for the privacy practices or content of any other website.

9. SOCIAL MEDIA AND PLUG-INS

Our online Services may use social media plug-ins (e.g., the Facebook "Like" button and "Share to Twitter" button) to enable you to easily interact with certain social media websites (e.g., Facebook, Twitter, Instagram) and share information with others. When you visit our online Services, the operators of the available social media plugins can place a cookie on your device, enabling such operators to recognize individuals who have previously visited our online Services. If you are logged into these social media websites while visiting our online Services, the social media plugins allow the relevant social media website to receive information that you have visited our online Services or other information.

The social media plugins also allow the applicable social media website to share information about your activities with our online Services with other users of the social media website. For example, Facebook Social Plugins allow Facebook to show your "Likes" and comments on our online Services to your Facebook friends. Facebook Social Plugins also allow you to see your friends' Facebook activity on our online Services. We do not control any of the content from the social media plugins. We may also interact with you on social media platforms. If you contact us on one of our social media platforms, request Services, or otherwise communicate directly with us on social media, we may contact you to interact with you. For more information about social media advertising and social media plugins from other social media websites, please refer to those website's privacy and data-sharing statements.

We use the YouTube application programming interface (API) services to allow you to access YouTube content from our Services. Your use of YouTube is governed by YouTube's Terms of Services and Privacy Policy. We encourage you to read the YouTube Terms of Service and Privacy Policy, which are available on its website at <https://www.youtube.com/t/terms>.

10. CHILDREN'S PRIVACY

Our Website and Services are not intended for or directed to individuals under 18 years of age, and we do not knowingly collect any Personal Information from children under the age of 18.

11. DATA SECURITY POLICY & USER RESPONSIBILITIES

We take the protection of your information seriously and take reasonable and appropriate physical, administrative, and technical measures to protect the information collected through our Website. While we implement commercially reasonable security measures to protect your privacy. There are inherent security risks associated with transferring data over the internet, and we cannot guarantee that the information collected about you will always remain private when using our Website and/or Services. As a result, while we strive to protect your Personal Information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

12. CANADIAN PRIVACY RIGHTS

Your Canadian Privacy Rights. Under Canadian privacy laws you have certain rights to access and correct Personal Information, subject to identity verification requirements and certain exceptions.

Right to Access. You have the right to confirm that we hold Personal Information about you, receive an explanation about how we use your Personal Information, and obtain access to your Personal Information.

Right to Rectification. You have a right to examine and challenge the accuracy and completeness of your Personal Information, and have your Personal Information amended where appropriate.

Right to Withdraw Your Consent. You have the right to withdraw your consent to processing your Personal Information at any time, subject to legal or contractual restrictions and reasonable notice. If your withdrawal of consent implicates the quality of our Services to you, we will notify you.

Right to Complain to a Data Protection Authority. You also have the right to lodge a complaint regarding the processing of your Personal Information with the applicable data protection authority. Please contact your local data protection authority for more information.

How to Exercise Your Rights. To exercise your rights described in this Section, you may submit your request to us by contacting us using the contact information listed below.

Data Transfers and Consent To Processing Outside of Canada or Quebec:

We are based in the United States. We may transfer your Personal Information to the United States in connection with the operation of our business.

To assist us in meeting our operational and legal obligations, we may also transfer or make your Personal Information accessible to one of our service providers located either in Canada (both inside and outside Quebec) or throughout the world.

When we transfer your Personal Information outside of Canada, your Personal Information may be available to government officials in the United States or other countries. These countries have privacy laws that differ from Canadian privacy laws.

Additional Terms Applicable to Quebec Residents Only:

If you are a resident of Quebec, Quebec law provides you with additional rights regarding the use of your Personal Information, subject to identity verification requirements and certain exceptions.

Right to Restriction of Processing. You have a right to direct us to cease disseminating your Personal Information or to de-index any hyperlink attached to your name that provides access to the information by a technological means, if the dissemination of the information contravenes the law or a court order.

Right to Request Deletion. You have a right to request that we delete Personal Information we collected from you. We will comply with such requests, and direct our Service providers to do the same, subject to certain exceptions permitted by applicable law.

Right to Portability. You may request copies of the Personal Information you have provided to us. Where possible, we will deliver the copy of your Personal Information to you using a structured, commonly used, and machine-readable format. Alternatively, you may request that we send your Personal Information to another business.

Translations. This Privacy Statement may be provided in several languages. In the event of conflict or inconsistency, the English language version of this Privacy Statement controls, unless otherwise required by applicable law. En cas de conflit ou d'incohérence, la version anglaise de cette politique de confidentialité contrôle, sauf si la loi applicable l'exige.

How to Exercise Your Rights. To exercise your rights described in this Section, you may submit your request to us by contacting us using the information below.

13. EEA, UK & SWISS PRIVACY RIGHTS

The purpose of this Section is to provide information and additional provisions that apply to Workshop's processing of Personal Data in accordance with the EU General Data Protection Regulation 2016/679, the UK General Data Protection Regulation and the Swiss Federal Data Protection Act (collectively "GDPR"). The terms in this section are only

applicable to those persons located in the European Economic Area (“EEA”), Switzerland, and the United Kingdom (“UK”) (collectively, “EU Data Subjects”).

In the event of a conflict between this section and the remainder of the Privacy Policy, this section shall control for EU Data Subjects.

Lawful basis for Processing Personal Data of European Data Subjects:

We process the Personal Data of European Data Subjects on the following lawful bases:

- *Legitimate Interests.* Where the processing is necessary for the purposes of the legitimate interests pursued by Workshop or by a third party and not overridden by your fundamental rights and freedoms (e.g., product development and security purposes);
- *Performance of a Contract.* Where the processing is necessary for the performance of a contract with you (e.g., to deliver the service you have requested);
- *Consent.* Where you have given explicit consent to the processing of your Personal Information for one or more specific purposes (e.g., new and unexpected processing activities); and
- *Legal Obligation.* Where processing is necessary for compliance with a legal obligation to which Workshop is subject (e.g., compliance with laws and regulations).

In this case, we rely on the following lawful basis for processing personal data for the purposes set forth below:

Purpose of Processing	Lawful Basis
Operate the Services	Legitimate Interest, Consent or Performance of a Contract
Marketing	Legitimate Interest, Consent
Compliance and Protection	Legitimate Interest, Legal Obligations
Other Purposes	Consent; Legal Obligations

PRIVACY RIGHTS OF EUROPEAN DATA SUBJECTS:

European Data Subjects have the following rights concerning their Personal Information under the General Data Protection Regulation, the Polish Personal Data Protection Act, and the German Federal Data Protection Act:

- *Withdrawal of Consent.* If we are processing Personal Data on the basis of consent, you may have the right to withdraw consent to our processing at any time.
- *Access and Rectification.* You may have the right to access, correct, and update your Personal Data.

- ***Deletion/Erasure.*** You may have the “right to be forgotten” through the erasure or deletion of your Personal Data.
- ***Portability.*** You may have the right to move, copy, and/or transfer certain Personal Data from our Service to another service.
- ***Stop Processing.*** If processing is on the basis of legitimate interests, you may have the right to object to the processing of your Personal Data and to ask us to restrict the processing of your Personal Data, subject to certain limitations.
- ***Submit a Complaint.*** You have the right to submit a complaint to a data protection authority about our collection and use of your Personal Data. Contact details for the EU/EEA are here:
 - If you are located in the European Economic Area, https://edpb.europa.eu/about-edpb/about-edpb/members_en
 - If you are located in Switzerland, <https://www.edoeb.admin.ch/edoeb/en/home/the-fdpic/contact.html>
 - If you are located in the United Kingdom, <https://ico.org.uk/global/contact-us/contact-us-public/>
- ***Right To Withdraw Consent.*** In the event you provide your consent for us to process your Personal Data, you may withdraw your consent at any time by emailing to request such change at no additional cost.

Exercising your rights under the European Data Protection Laws:

You, or an authorized agent, may exercise your privacy rights by submitting a request to privacy@useworkshop.com.

We respond to and process requests promptly and within the time frames required by the European Data Protection Laws. Please note that all requests are subject to proper prior verification before processing.

If you are the authorized agent of an individual making a request, you may have to take additional steps to verify your identity and demonstrate that you can exercise the individual’s rights on their behalf.

Retention of European Data Subject personal data:

Workshop retains Personal Data for a period commensurate with the purposes for which the Personal Data was collected or obtained. The criteria used to determine the retention of Personal Data includes any time necessary for legal and compliance purposes. Personal Data may be retained in archival format (e.g., data backups) beyond its retention period.

Marketing:

Workshop does not process Personal Data of European Data Subjects for the purpose of marketing without first obtaining your express, opt-in consent or having a legitimate interest for doing so. You have the right to object to the processing of Personal Data for marketing purposes at any time by contacting us at:

- Email: help@useworkshop.com

Automated Decision Making:

We do not make any automated decisions on your behalf or about you without first obtaining your express, opt-in consent. In the event we secure your consent to do so, you have the right to object to the processing of Personal Data via automated decision making at any time by contacting us at.

DATA PROTECTION INQUIRIES:

If you are a European Data Subject and you have questions about how we process your Personal Data, you may contact Workshop's Privacy Team at the following:

- Emailing us at: privacy@useworkshop.com or
- Writing us at:
Workshop Software, Inc.
1229 Millwork Ave. Suite 200
Omaha, NE 68102

14. RESIDENTS OF SOUTH AFRICA

In accordance with South Africa's Protection of Personal Information Act (POPIA), if you are a resident of South Africa, you have the following rights concerning your Personal Information:

- Ask what Personal Information we maintain about you.
- Request to correct any out-of-date or incorrect Personal Information we hold about you.
- Request that we delete the Personal Information we hold about you. We are authorized under POPIA to retain your Personal Information for certain purposes, such as protecting our rights or complying with our legal obligations.
- Object to the processing of your Personal Information on reasonable grounds.
- Request that we restrict the processing of your Personal Information in certain conditions.
- Unsubscribe to any direct marketing communications we send to you.
- Not be subject to decision-making based on the automated processing of your Personal Information.

- Additionally, you have the right to submit a complaint to the Information Regulator if you feel a covered entity violates your rights.

You can exercise your data subject rights by contacting us at privacy@useworkshop.com. We may respond to your request in 21 days and charge a small administrative fee.

15. RESIDENTS OF AUSTRALIA

This section provides additional terms and information that apply to residents of Australia.

Right to Access:

You have the right to request access to your Personal Information we maintain about you. In responding to your request, we will provide the information in the format you request, if it is practicable for us to do so.

Right to Rectification:

You have the right to request that we rectify your Personal Information that is inaccurate, out-of-date, incomplete, irrelevant, or misleading. We will take reasonable steps to rectify such Personal Information, including destroying or de-identifying the Personal Information subject to the request. Please note that we may keep the Personal Information in its current form as needed to comply with our business and legal obligations.

Right to Withdraw Consent

You may request to withdraw your consent to processing at any time, including requesting not to receive direct marketing communication from us.

Before substantively responding to your request, we must be satisfied that your request is made by you or your representative who has authority to make a request on your behalf. Depending on the type of request and the sensitivity of the information to be shared in response to the request, we may ask for additional information to verify your identity and/or the authority of your representative.

Upon receiving a request and verifying your identity, we will substantively respond to your request within 30 calendar days.

You may submit your request to exercise a data privacy right by mail or email:

- Emailing us at: privacy@useworkshop.com or
- Writing us at:
Workshop Software, Inc.
1229 Millwork Ave. Suite 200
Omaha, NE 68102

If you are not satisfied with our response to your request to exercise a data privacy right, you may contact the Australian Information Commissioner at:

Mail:

GPO Box 5218

Sydney NSW 2001

Phone: 1300 363 992

Email: enquiries@oaic.gov.au

Online: <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>

16. CHANGES TO THIS PRIVACY POLICY

As our organization changes over time, this Privacy Policy may change as well. We reserve the right to amend the Privacy Policy at any time, for any reason, without notice to you, other than the posting of the amended Privacy Policy on our Services. We will provide you notice of material changes by indicating that the Privacy Policy has been updated on our homepage and will indicate the date we made the update above. Your continued use of any of the Services after the changes have been made will constitute your acceptance of the changes. Please, therefore, make sure you read any such notice carefully. If you do not wish to continue using the Services under the new version of the Policy, please cease using the Services.

Contact Us:

- Emailing us at: help@useworkshop.com or
- Writing us at:
Workshop Software, Inc.
1229 Millwork Ave. Suite 200
Omaha, NE 68102