



## **Introduction**

Welcome! This Privacy Policy is designed to tell you how this website (“Site”) collects, uses, and discloses the information you provide via this Site and the choices you have regarding our use of, and your ability to correct, that information. By using this Site, you acknowledge that you have reviewed, and agree to, the terms of this Privacy Policy and the Terms of Use. If you do not agree to this Privacy Policy and the Terms of Use, do not use this Site.

## **Scope of Privacy Policy/Links**

This Privacy Policy applies to Workspring Sites owned by Steelcase Inc. Although this Site may provide you with links to other websites, including those of our business partners and/or service providers, those websites are not covered by this Privacy Policy. We strongly encourage you to read the privacy policy of every website you visit, including those websites to which this Site provides links. Whenever you link to any other website from this Site, you are solely responsible for any interactions you may have with that website. Links from this Site to other websites will typically open in a separate browser window while the browser window for this Site remains open in the background.

## **Who Should Use this Site**

The Site is hosted in the United States and contains general information that is appropriate for global access and use. If you are under the age of 18, you may use our site with the involvement of a parent or guardian. This Site is not intended for use by children under the age of 13, and we will not knowingly collect personally identifiable information from such individuals.

## **Active Information Collection**

At various points on this Site, you might choose to actively provide certain kinds of information, including personally identifiable information, such as full name, address, phone number, e-mail address, etc. The Site typically will indicate which information is required and which information is optional at the information collection point in question. In any case, by submitting information via an active information collection point at this Site, you specifically consent to the collection, use, and dissemination of such information in accordance with this Privacy Policy.

## **Active information collection points at this Site may include:**

### *Email Reply Mechanisms*

This Site may provide you with one or more e-mail reply mechanisms through which you may submit questions or comments. Information you provide via such e-mail reply mechanisms is typically all optional. We may use the information you provide in your e-mail to respond to your inquiry, and we reserve the right to retain whatever information you submit in your e-mail, including your name, e-mail address, and any comments or other information that you send via the e-mail reply mechanism.

### *Question, Comment, and Feedback Forms*

This Site may post a form for you to use in submitting questions, comments, and other feedback about us, our affiliates, this Site, or our affiliates’ products and services, and other topics. We use such feedback information to improve this Site, and our affiliates’ products and services as well as for marketing and research purposes. Most information you provide in such forms is optional, but you will need to provide at least some personally identifiable information, such as your name, address, e-mail address, and phone number, so that we may respond to your inquiry.

### *Reservations*

This Site posts a form for you to use in submitting reservation requests. We use the information you provide in this form to process your request, and we will retain whatever information you submit in your form, including your name, e-mail address, and any comments or other information that you send via the form, to better serve you.

## **Passive Information Collection**

This Site uses various technologies to passively collect information from you while you are visiting (that is, you do

not actively provide this information). Such technologies allow the Site to collect a range of non-personally identifiable information, including your Internet Protocol (IP) address (a unique identifier automatically assigned to your computer when logging onto the Internet), the type of Web browser and operating system you use, the date and time you visit the Site, the specific pages you visit on the Site, and the address of the website you visited before coming to this Site. We typically use such passively collected information for a variety of purposes, such as to administer the Site, customize the Site to your preferences, and compile aggregated statistics for marketing and research purposes. We do not correlate any personally identifiable information with the passively collected information that we collect on the Site. We reserve the unrestricted right to use this passively collected, non-personally identifiable information, including, but not limited to, selling, leasing, permitting access to, or otherwise transferring it to our affiliates, business partners, advertisers, dealers, and other third parties.

Types of passive information collection technologies deserve special mention:

#### *Cookies*

“Cookies” are small text files that store information about your interactions with a particular website, either temporarily (known as a “temporary” or “session” cookie, and deleted once you close your browser window) or more permanently on the hard drive of your computer (known as a “permanent” or “persistent cookie”). Cookies can make it easier to use a website by allowing servers to access certain information quickly:

This Site uses both session/temporary cookies and persistent/permanent cookies to store information that allows us to offer you better customer service and to navigate through the Site with ease. Session cookies can be used to customize a website for a user, such as by storing passwords, preferences, and registration and account information. Persistent cookies eliminate the need for users to reenter information each time they visit a website. To make the Site easier to use, we combine information collected via cookies with personally identifiable information. Note that if you configure your browser to reject cookies, you might not be able to access important functions or areas of the Site or enjoy certain conveniences at this Site.

#### *Web Beacons*

“Web beacons” (also known as single-pixel GIFs, clear GIFs, invisible GIFs, and 1-by-1 GIFs) are Internet tags that are smaller than cookies and may tell the website server non-personally identifiable information such as the IP address and browser type related to the user’s computer. This Site does not use “Web beacons.”

#### *Active-X Programs and JAVA Applets*

Active-X programs and JAVA applets are executable programs transferred to your hard drive that cause your computer to perform complimentary functions in connection with your visit to a website. Active X components are required for Flash programs. This Site does not transfer any Active-X programs or JAVA applets to your computer’s hard drive.

#### **Other Uses and Disclosures of Information**

As indicated above, we use information we collect from you via this Site for a variety of purposes. Unless otherwise provided above, we may also use personally and non-personally identifiable information you submit via this Site in the following ways:

- to tell you about new products and services or other information we think may be of interest to you. If you do not wish to receive such notifications or updates, please contact us at [info@workspring.com](mailto:info@workspring.com) and specify which notifications or updates you do not wish to receive;
- to conduct internal marketing and research; and
- to improve the content of the Site.

From time to time, our service providers may have access to information you submit via the Site to provide operational or other support services for the Site (e.g., Web hosting or database services). We have put in place agreements with such service providers to protect against unauthorized uses or disclosures of such information.

Except as otherwise provided in the “Active Information Collection” section above, we also reserve the right to provide access, or otherwise transfer personally identifiable information you submit via this Site to our trusted

business partners with whom we have in place agreements to protect such information (including e-mail delivery services and content providers) and affiliates, for the purposes described in this Privacy Policy.

Notwithstanding anything to the contrary in this Privacy Policy or elsewhere on this Site, we reserve the right to share or transfer any information you submit via this Site to another person or company in connection with the sale, assignment, or other transfer of the business of this Site and/or Steelcase; to respond to law enforcement requests; or where required by applicable law, statute, regulation, ordinance, subpoena, or court order. By submitting personally identifiable information via this Site, you consent to such disclosures in accordance with this Privacy Policy.

### **Accessing and Correcting Your Information**

We take reasonable measures to ensure that personally identifiable information that we collect from you via this Site is accurate, current, complete, and reliable for its intended uses. If you wish to update or otherwise correct personally identifiable information you have provided to us, please resubmit the applicable form on the Site with the updated information or contact us as described in the “Ask Us” section, below.

We will make reasonable efforts to respond to your inquiry, but we may require follow-up or contact information to allow us to verify that you are the person authorized to view the information you are requesting. We may, in our discretion, refuse to allow you access to certain information if, in our view, to provide such access would jeopardize another person’s privacy; would violate any applicable federal, state, or foreign law, regulation, or directive; or would unreasonably burden this Site.

### **Data Security**

Although we take steps to protect personally identifiable information you provide via this Site from loss, misuse, or unauthorized alteration, no system is 100% secure or error-free. Therefore, we do not, and cannot, guarantee the security or accuracy of the information we collect via this Site, and you acknowledge that you are assuming the risk in transmitting any information to us.

### **Ask Us/Enforcement of this Privacy Policy**

If at any time you have questions, comments, or concerns about this Privacy Policy, or the information practices of this Site, please contact us in one of the following ways:

E-Mail:

[info@workspring.com](mailto:info@workspring.com)

Mail:

Workspring  
30 West Monroe Street, 4<sup>th</sup> Floor  
Chicago, Illinois 60603

Phone:

800 605 9092

We will take reasonable steps to respond to your inquiry and remedy any problems you may bring to our attention.

### **Changes to this Privacy Policy**

If this Privacy Policy changes, the revised Policy will be posted here and the date of the newest version will be posted below. Please check back frequently, especially before you submit any personally identifiable information at this Site, to see if the Privacy Policy has changed.

Updated and effective September 30, 2013.