



Kadence Services Privacy Notice

Kadence (“we,” “us,” or “our”) owns and provides workplace management software used by organizations that contract with us (our “**Customers**”) to help coordinate their teams and workspaces, including through the room scheduling, desk booking, visitor management, and other team coordination software offerings that Kadence provides on those Customers’ behalf (the “**Services**”).

This Kadence Services Privacy Notice (“**Notice**”) generally describes the personal information collect from you or receive from our Customer when you access the Services in your capacity as an employee, contractor, business partner, or visitor to the workspaces of our Customer.

This Notice does not apply to the information we collect in other contexts or from other individuals, such as the information we collect from our Customers’ account administrators, or information we collect in connection with the operation of our company website, www.kadence.co, which is governed by our [Privacy Policy](#).

Kadence’s Role as a Service Provider

Kadence makes the Services available to you on behalf of, and at the direction of, our Customer that uses the Services to coordinate their teams and manage their workspaces. This Notice generally describes the personal information that may be collected through the Services in connection with the services that we provide to the Customer, but does not replace any notice that the Customer provides (or is required to provide) to you that describes how the Customer uses and discloses your personal information.

As between the Customer and Kadence, the Customer is the “controller” of all personal information that you submit through the Services. Kadence acts as a “processor” or “service provider” with respect to that personal information. Kadence does not process that personal information except as provided in our agreement(s) with the Customer or otherwise in accordance with the Customer’s instructions. **If you have questions about the handling of personal information collected through the Services, or would like to exercise any rights you may have under applicable privacy laws regarding that personal information, please contact the relevant Customer directly.**

Personal Information Collected through the Services

As used in this Notice, the term “personal information” means information that identifies an individual or relates to an identifiable individual. “Personal information” does not include anonymous, de-identified, or aggregated information that cannot reasonably be associated with or used to identify you.

Our Customers may use Services to collect personal information as part of their team coordination and workspace management activities. That personal information may include:

- Identification and profile information, such as your name, profile photograph and city of residence.
- Contact information such as your email address and phone number.



- Professional information such as your job title, work schedule, and daily calendar.
- Space reservation and scheduling information such as office, location, and space identifiers; reservation, check-in, and check-out times; and meeting details.
- Safety and compliance information, such as health check certifications.

We may also collect certain other information automatically when you use the Services, such as browser and device information, information about your usage of the Services, and activity reporting and log data. We may collect this information through cookies, web beacons, and other technologies that we use in connection with the Services. We use this information to operate the Services on behalf of our Customers.

Sharing of Personal Information Collected through the Services

When you use the Services, your personal information may be shared with other parties in accordance with our agreements with the Customer and otherwise pursuant to the Customer's instructions. The categories of third parties with whom your personal information may be shared include the following:

- The Customer to whom we provide the Services.
- Other users who use the Services under the account of the Customer with whom you are associated.
- Kadence affiliates involved in the provision of the Services.
- Our contractors, service providers, and other third parties we use to support our organization and help provide the Services.
- Other third parties as necessary for Kadence to comply with legal and regulatory requirements; take precautions against liability; protect against fraudulent, abusive, or unlawful uses or activity; investigate and defend against third-party claims or allegations; protect the security or integrity of the Services and any facilities or equipment used to make the Services available; and protect property or other legal rights (including, but not limited to, enforcement of our agreements), or the rights, property, or safety of others.
- An acquirer, successor, or assignee as part of any merger, acquisition, debt financing, sale of assets, or similar transaction, or in the event of an insolvency, bankruptcy, or receivership in which information is transferred to one or more third parties as one of our business assets, to the extent and in the ways prescribed by applicable law.

Your Choices

When you use the Services, you may review and make changes to certain personal information associated with your account by logging into your account and editing your profile.



You may be able to restrict the automatic collection of information when you use the Services by disabling cookies in your internet browser, but doing so may prevent you from using the functionality of the Services. Some Internet browsers have a “do-not-track” feature that let you tell websites that you do not want to have your online activities tracked. At this time, the Services do not respond to browser “do-not-track” signals, but we do not enable other parties to collect personal information about your online activities over time and across different websites, applications, and other online products or services when you use the Services.

To exercise any other rights or choices you may have with respect to your personal information under applicable data protection laws, please inquire directly with the relevant Customer. If you wish to make your request directly to us, please provide us the name of the relevant Customer with whom you are associated. We will refer your request to that Customer, and will support them as needed in responding to your request.

Changes to this Notice

We may make changes to this Notice from time to time. When we post changes we will revise the “Last Updated” date at the end of this Notice. We encourage you to review this Notice periodically to be informed of how we are using your information and to be aware of any changes to the Notice.

Questions About this Notice

If you have any questions or concerns about this Notice, please send an email to privacy@kadence.co.

Effective Date: **20 December 2023**

Last Updated: **20 December 2023**