

PRIVACY POLICY

Last updated August 20, 2026

Workbox Holdings, Inc. (together with its subsidiaries, "**Workbox**," "**we**," "**us**," or "**our**") respects your privacy and is committed to maintaining your trust by protecting the information you share with us. This Privacy Policy describes how and why we collect, store, use, and/or share (collectively, "**process**") data that, either alone or in combination with other information, enables you to be directly or indirectly identified or traced ("**Personal Data**") and explains your rights in relation to your Personal Data.

Please read this Privacy Policy to understand how we process your Personal Data when you:

- visit our website at <https://www.workboxcompany.com> (the "**Site**");
- use our products and services, including our software and technology platforms, applications and portals, whether online or through mobile devices (collectively, the "**Services**");
- register for or take part in our events, webinars, programs or promotions;
- access our locations as a customer, service provider or attendee to an event hosted by us;
- subscribe to and receive newsletters, updates or other communications from us;
- act as a service provider, supplier or vendor to us; or
- participate in surveys, research or other data collection activities facilitated by us.

1. WHAT PERSONAL DATA DO WE COLLECT?

We collect different types of Personal Data about you based on how you interact with us and the Services you access and use. These different types of Personal Data, not all of which may apply to you, are described below:

- **Contact information** – Data such as your name, phone number, email address, mailing address, date of birth, employer or educational institution and your title or role (as it relates to your use of the Services), and contact preferences;
- **Supplemental identification information** – Data such as your driver's license or other government-issued identity document, photo and other information we collect for identity, age verification and fraud prevention purposes;
- **Account information** – Information associated with your Workbox member account, such as password, profile picture, skills, social media profile URLs, and Workbox "home" location;
- **Payment information** – Data about your billing address and method of payment, such as bank details and credit, debit or other payment card information;
- **Activity and usage information** – Data related to your membership activity (such as date and time of key fob scans), desk, office and conference room bookings, printer usage, and other information associated with your use of the Services;

- **Security information** – Data such as your image and video footage captured by our security cameras, key fob access logs, and data collected about you in connection with security incidents involving you;
- **Event information** – Data collected for purposes of registration and participation in events and webinars, such as name, title and company name, and email address, as well as photographs and video captured during events;
- **Device, internet & network information** – Data relating to your device, such as browser type, network activity and use of our website, such as Internet Protocol (IP) address and Media Access Control (MAC) address; and
- **Other voluntary Personal Data** – Any other information you voluntarily provide to us, including the content of your communications with us, interactions with our social media channels, and participation in surveys.

2. HOW DO WE COLLECT YOUR PERSONAL DATA?

We collect most of your Personal Data directly from you. For example, you may provide Personal Data when you express an interest in the Services, sign up for a Workbox membership, access our locations, attend events or webinars, or otherwise contact us. In certain instances, you may choose not to provide Personal Data or opt out of our processing that data when the option is offered to you. However, if you do so, we may not be able to provide you with certain Services or respond to requests for which that Personal Data is necessary.

We collect certain information automatically when you access or use the Services. Like many businesses that operate online, this mainly includes device, internet and network activity, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, and geolocation, that we gather and store through cookies and similar technologies (like web beacons and pixels). Specific information about how we use such technologies and how you can refuse certain cookies is set out in our [Cookies Notice](#).

We may also obtain information about you from other sources in order to market and provide our Services to you and to facilitate your access to those Services. These sources include:

- public databases and data brokers;
- joint marketing partners;
- third-party space booking platform providers;
- real estate brokers;
- authentication partners and other third-party service providers; and
- landlords, building owners and property managers.

3. HOW AND FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

In general, we process your Personal Data to provide, improve, and administer our Services, to communicate with you, for security and fraud prevention, and to comply with laws. Our specific purposes

for processing your Personal Data, however, depend on how you interact with the Services and may include the following:

- **To facilitate delivery of Services to you** – We may process your information to provide you with the requested Services;
- **To improve customer service** – We may process your information to more effectively communicate with you, respond to your inquiries, and address your customer service requests and needs;
- **To send administrative information to you** – We may process your information to send you service messages, invoices, receipts, registration emails, security alerts, changes to our terms and policies, booking confirmations, and other similar information;
- **To fulfill our obligations** – We may process your information to satisfy our contractual commitments, comply with applicable laws, rules, regulations, and court orders, follow relevant industry standards, and enforce our policies;
- **To send you marketing, sales, and promotional communications** – We may process your information to enhance our networking, marketing, social, and recruiting activities, if this is in accordance with your marketing preferences. We do not share your Personal Data with third-parties other than service providers who assist us in carrying out these business functions. You can opt out of our marketing emails at any time. For more information, see "**WHAT ARE YOUR PRIVACY RIGHTS?**" below;
- **To develop and deliver targeted advertising to you** – We may process your information to develop and display personalized content and advertising tailored to your specific interests, location, and more;
- **To post testimonials** – With your consent, we may post testimonials on the Services that contain your information;
- **To protect the Services** – We may process your information as part of our efforts to mitigate fraud, keep our Services safe and secure, protect our rights and the rights of others, and manage institutional risk; and
- **To evaluate and improve the Services and your experience** – We may process your information to identify usage trends, determine the effectiveness of our promotional campaigns, and evaluate and improve the Services and your experience based on feedback we receive.

4. WHEN AND WITH WHOM DO WE SHARE YOUR PERSONAL DATA?

We respect your privacy and consider the protection of your Personal Data to be a vital part of our relationship with you; therefore, we do not sell your Personal Data to third parties. In certain circumstances, however, we may need to disclose or share your Personal Data with the following persons:

- **Workbox Affiliates** – We may share your information with Workbox-affiliated companies, including joint venture partners, in which case we will require those affiliates to honor this privacy policy;
- **Service Providers** – We may share your information with third-party service providers engaged to provide business-related functions, such as data hosting, payment processing, marketing, IT

services, website analytics, and CRM services, on our behalf. These service providers are contractually obligated to implement appropriate security measures to protect Personal Data in their possession and to process Personal Data only as necessary to perform their business-related functions consistent with this Privacy Policy;

- **Advertising Partners** – Like many businesses that operate online, we may share limited information with advertising partners for purposes of conducting ad campaigns and targeted advertising on non-Workbox websites. We may also allow some of these advertising partners to collect limited information from the Services using cookies and similar technologies, but we do not control the types of information that they collect and store. Please refer to the third party's website for more information on how they use cookies;
- **Professional Advisors** – We may share your information with our professional advisors, such as lawyers, auditors, bankers, and insurers, as necessary to provide services for us. Our professional advisors are bound by contractual or statutory obligations of confidentiality with respect to your Personal Data;
- **Organizers, Hosts, and Sponsors** – When you register for or attend events, webinars, and programs we host, we may share your information with the associated sponsor. Sponsors that receive your contact information may send you communications, subject to their own privacy policy, which may differ from this Privacy Policy. Please refer to the sponsor's privacy policy for an understanding of how they process your information;
- **Landlords and Property Managers** – We may share your information with our landlords and their property managers as necessary to facilitate access and security (for example, by enabling your key fob) at the buildings where our workspaces are located. Our landlords and property managers are subject to standard confidentiality agreements;
- **Third Parties Involved in Business Transactions**– We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company, subject to customary confidentiality arrangements;
- **Business Partners (in Connection with Your Membership)**– With your consent, we may share your information with our business partners to offer you certain products, services, or promotions related to your membership. Please refer to the partner's privacy policy for an understanding of how they process your information; and
- **Google Maps Platform APIs.** When you access the Services, we obtain and store on your device (“**cache**”) your geographic location, and we may share that information with certain Google Maps Platform application programming interfaces (“**APIs**”) (e.g., Google Maps API, Places API). You may revoke your permission for us to cache your location data anytime by contacting us in the manner provided below.

5. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We retain your Personal Data only for as long as it is necessary to achieve the purpose for which it was collected, as described in this Privacy Policy (see "**HOW AND FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?**" above), unless a longer retention period is required to (i) comply with law (such as tax, accounting, or other legal requirements), (ii) protect or defend our rights and interests, or those of our employees, agents, customers, and other third parties, (iii) prevent or investigate potential wrongdoing in connection with the Services, (iv) enforce our terms and conditions, policies, and agreements, or (v) pursue other legitimate interests or essential business purposes.

We determine the appropriate retention period based on the length of our relationship with you, the sensitivity of the Personal Data being processed, the potential risk of harm from unauthorized use or disclosure of the Personal Data, and our applicable legal obligations. At the end of the retention period, we will either delete or anonymize your Personal Data, if possible; otherwise, we will securely store your Personal Data and isolate it from any further processing until deletion is possible.

6. HOW DO WE KEEP YOUR PERSONAL DATA SAFE?

We have implemented appropriate and reasonable technical and organizational measures designed to protect the Personal Data we process against accidental or unlawful destruction, loss, or alteration and unauthorized access or disclosure. However, despite these safeguards, no electronic transmission over the Internet or information storage technology is 100% secure, and we cannot guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to improperly access, collect, access, or modify your information. Although we will do our best to protect your Personal Data, transmission of Personal Data to and from the Services is at your own risk. You should only access the Services within a secure environment.

In the event of a security incident, we will notify you and/or regulatory authorities as required by applicable law. Any such notice may come in the form of an email, regular mail, or electronic notice posted online through the Services.

7. DO WE COLLECT PERSONAL DATA FROM MINORS?

We do not knowingly solicit data from or market to children under 18 years of age. By using the Services, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Services. If we learn that Personal Data from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at info@workboxcompany.com.

8. DO WE USE AUTOMATED DECISION-MAKING?

We do not currently make decisions using automated processing, including profiling, that produce legal or similarly significant effects. If that changes, we will update this Privacy Policy and inform you as required by applicable data protection laws.

9. WHAT ARE YOUR PRIVACY RIGHTS?

Depending on where you reside, you may be able to exercise certain rights in relation to your Personal Data, including the right to:

- get confirmation as to whether we are processing your Personal Data and receive access to such Personal Data;
- correct or complete any inaccurate or incomplete Personal Data;
- have your Personal Data erased or deleted;
- withdraw your consent at any time, to the extent we rely on your consent as the legal basis for processing your Personal Data;

- restrict or object to our processing of your Personal Data; and
- lodge a complaint with the applicable supervisory authority.

To exercise these rights, you may contact us by using the information under **“HOW CAN YOU CONTACT US ABOUT THIS PRIVACY POLICY?”** below.

To protect your privacy and maintain security, we may ask you to verify your identity before granting you access to your Personal Data or complying with your request. If we are unable to verify your identity or rights to the Personal Data, we may not be able to provide you with data rights until you are able to provide us with the required additional information or proper documents.

Please note that the withdrawal of your consent will not affect the lawfulness of any processing of your Personal Data conducted before such withdrawal nor, when applicable law allows, will it affect the processing of your Personal Data conducted in reliance on grounds other than consent as the legal basis therefor.

You may also unsubscribe from our marketing and promotional communications at any time by responding to our emails and letting us know you would no longer like to receive them or by simply replying **"STOP"** or **"UNSUBSCRIBE"** to the email and/or SMS messages that we send. You will then be removed from the marketing lists. However, please note that opting out of marketing and promotional communications does not opt you out of important business communications related to your current relationship with us, such as notices about your membership or event registrations, service messages, security alerts, building and community updates, invoices, and updated terms and conditions.

Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Services. You may also opt out of interest-based advertising by advertisers on our Services. For more information on how to manage the use of cookies and targeted online advertising, please refer to our [Cookies Notice](#).

If you are located in the EEA or UK and you believe we are unlawfully processing your Personal Data, you also have the right to complain to your [Member State data protection authority](#) or [UK data protection authority](#). If you are located in Switzerland, you may contact the [Federal Data Protection and Information Commissioner](#).

If you have questions or comments about your privacy rights, you may email us at info@workboxcompany.com.

10. HOW DO YOU ACTIVATE CONTROLS FOR DO-NOT-TRACK FEATURES?

While most web browsers and some mobile operating systems and mobile applications offer a Do-Not-Track ("DNT") feature or setting that lets you tell websites that you do not want to have your online browsing activities monitored and collected, these features are not yet uniform and no common technology standard for recognizing and implementing DNT signals has been adopted by industry groups, technology companies, or regulators. Therefore, we do not currently participate in any DNT frameworks that would allow us to respond to browser signals or any other mechanism that automatically communicates your choice not to be tracked online.

11. WHAT SPECIFIC PRIVACY RIGHTS DO RESIDENTS OF CERTAIN STATES HAVE?

Several U.S. states have adopted privacy laws that may govern how we collect and process your Personal Data in certain circumstances. Please see our [U.S. Supplemental Privacy Notices](#) for more information on these privacy laws and their specific disclosure requirements.

12. DO WE MAKE UPDATES TO THIS PRIVACY POLICY?

We may update this Privacy Policy from time to time. The updated version will be indicated by a revised "**Last Updated**" date at the top and will be effective immediately after being posted. If we make changes to this Privacy Policy that materially affect your privacy rights, we will provide additional notice, either via email or by prominently posting a notification of such changes, as required by law. Your continued relationship with us or your continued use of the Services after any such updates take effect will constitute acknowledgment and acceptance (as applicable) of the updated version.

13. HOW CAN YOU CONTACT US ABOUT THIS PRIVACY POLICY?

Reading this Privacy Policy will help you understand your privacy rights and choices. If you do not agree with our policies and practices, please do not use our Services.

If you have questions or concerns about this Privacy Policy or privacy-related issues, please email us at info@workboxcompany.com or send a letter to:

Workbox Holdings, Inc.
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United States