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Home

## Workplace Privacy Policy

Effective Date: September 30, 2016

Workplace allows users to more effectively collaborate and share information at work. This Privacy Policy describes how we use information that we collect from you and others when you, your colleagues, or other users use the Workplace platform (which includes the Workplace websites, mobile apps, and other services, which we call the “Services”).

**The Services are intended for use by organizations and in accordance with their instructions. If you are using the Services on behalf of your Organization, you agree to accept the terms of the Privacy Policy to you by your employer or another organization (your “Organization”), that Organization likely has its own policies regarding the retention of information you submit or provide through the Services.**

**This means that your Organization has the right to (i) control and administer your Workplace account (“Your Account”) and (ii) determine how information is shared through the Services, including, for example, your files and communications. Please contact your Organization for more information. If your Organization, including any enterprise agreements with Facebook, it has in place regarding your use of the Services.**

**As a reminder, Workplace is a different service from other Facebook services you may use. Those other Facebook services have their own Privacy Policy and the [Workplace Acceptable Use Policy](#) applies to your use of the Services.**

### I. COLLECTION OF INFORMATION

Facebook may collect the following kinds of information on behalf of your Organization when you, your colleagues, or other users use the Services:

Customer Data. Through use of the Services, you, your colleagues, your Organization, and other users, will directly provide information to us. Customer Data includes, for example:

- Contact information, such as full name and email address;
- Demographic information;
- Username and password;
- Work title, department information, and other information related to your work or Organization;
- All content that you create, share or post in audio, video, text, images, and other media or software files that you provide through the Services, including information in or about the content you provide, such as the location of a photo or the date a file was created;
- Information other people provide about you when using the Services, including when they send a message to you or upload content;
- All communications with other users of the Services;
- User communications, feedback, suggestions, and ideas sent to us;
- Billing information; and
- Information you provide us when you or your Organization contact or engage us for support regarding the Services.

Log and Cookie Data. We automatically collect certain information on your Organization’s behalf through the Services, such as device identifiers, browser type, operating system, crash data, Internet service provider, pages that you visit before and after you use the Services, and other standard information about your activities (such as the links you click and pages you view) within the Services, and other standard information.

In order to provide the Services on behalf of your Organization, we may use cookies, pixel tags, local storage objects, and s  
You can find out more about our use of cookies and related technologies, including the purposes for which we use them, by  
Services, you consent to our use of cookies and similar technologies as described in our [Workplace Cookies Statement](#).

Your browser or device may offer settings related to these technologies. For more information about whether these settings  
browser or device's help material. We may not recognize or respond to browser or device signals around tracking, and som  
Additionally, the settings offered by a browser or device often apply only to that particular browser or device.

Information we collect from Facebook and Our Family of Companies. From time to time, we may receive information on you  
owned or operated by Facebook, in accordance with their terms and policies. [Learn more](#) about these companies and their

We also receive information from our third party partners on your Organization's behalf for some of the purposes described

## II. USE OF INFORMATION

Facebook will use information we collect to provide, develop, and improve the Services on your Organization's behalf and in  
Organization. Examples of such use include:

- Communicate with users and administrators regarding their use of the Services;
- Enhance the security and safety of the Services for your Organization and other users;
- Personalize your and your Organization's experiences as part of our provision of the Services;
- Develop new tools, products, or services for your Organization;
- Associate activity on our Services across different devices operated by the same individual to improve the Service which
- Associate activity on our Services across different devices operated by the same individual; and
- Conduct data and system analytics, including research to improve the Services. In these circumstances Facebook shall t

We may also use the information we collect in order to operate, maintain, and improve the systems and infrastructure that p  
to do so and acknowledge that this may also result in improvements to the [Facebook Services](#), since centralized systems a  
Services. For example, we may use crash logs from your use of the Services to identify and fix bugs that may also be prese

## III. DISCLOSURE OF INFORMATION

We may, as directed or approved by your Organization, disclose the information that we collect in the following circumstanc

- To your Organization, network administrators, and other users authorized by your Organization to access the requested i
- To third-party service providers that are in the United States and in other countries where such service providers assist in
- To the family of companies that are [part of Facebook](#);
- To third-party apps, websites, or other services that you can connect to through the Services;
- In connection with a substantial corporate transaction, such as the sale of our Services, a merger, consolidation, asset se
- To protect the safety of any person; to address fraud, security or technical issues; or to protect Workplace's rights or prop
- As otherwise directed or authorized by your Organization.

Legal Requests. If we receive a subpoena, warrant, discovery order or other request or order from a law enforcement agen  
relating to the Services (collectively a "Legal Request"), we will make reasonable attempts to direct the requesting party to s  
requesting party to direct the request to the Organization, we will provide your Organization's contact information to the requ  
unless legally prohibited, we will use reasonable efforts to notify your Organization so they can notify you pursuant to your C  
any requests for information under data protection laws to your Organization, unless prohibited by law.

Aggregate or de-identified data. We may also disclose information that has been aggregated or that otherwise does not pertain to you for analytics, trends and analysis to improve and provide our products and services and the products and services provided by our partners.

#### **IV. SAFETY AND SECURITY**

We use the information we have to help verify accounts and activity, and to promote safety and security on and off of our Services. We investigate suspicious activity or violations of our terms or policies. We work hard to protect Your Account using teams of engineers and other experts, as well as encryption and machine learning. For example, we may deploy automated technologies to detect abusive behavior on our Services, you, other users, your Organization or others.

#### **V. ACCESSING AND MODIFYING YOUR INFORMATION**

You and your Organization may access, correct, or delete information you have uploaded to the Services by using the tools provided (such as the Activity Log) or via Activity Log) provided by us on behalf of your Organization. If not enabled by the tools provided on the Services, you may not be able to access or modify your information.

Changes you make to your information on the Services take immediate effect on your specific network, but data will be retained for a reasonable amount of time and as directed by your Organization.

#### **VI. DATA LOCATION AND PRIVACY SHIELD**

In providing the Services to you and in using the service providers referred to in this Privacy Policy, you understand that information may be transferred around the world by us on your Organization's behalf. For example, information collected within the European Economic Area may be transferred outside of the EEA for the purposes described in this policy.

For users outside the US and Canada, you acknowledge that using the Services may result in Facebook, Inc. receiving personal information from you or your Organization from Facebook Ireland Limited (Facebook Ireland)) in respect of which it has made commitments under the EU-US Privacy Shield Framework. Facebook, Inc. and Facebook Ireland Limited are participants in the Privacy Shield Principles regarding any personal information received in reliance on Privacy Shield, as described in our Privacy Policy. Facebook, Inc.'s participation in Privacy Shield, including contact information, is set out below and also available [here](#).

#### **VII. THIRD-PARTY LINKS AND CONTENT**

Some of the Services may contain links to content maintained by third parties that we do not control. We are not responsible for the content or privacy policies of these third parties. We recommend that you visit the privacy policies of each website that you visit.

#### **VIII. ACCOUNT CLOSURE**

If you would like to stop using the Services, you should contact your Organization. Similarly, if you stop working for or with the Organization, you should contact your Organization to deactivate Your Account and/or delete any information associated with Your Account.

It typically takes about 90 days to delete an account on behalf of your Organization after account closure, but some information may be retained for a longer time as directed by your Organization. Please note, content you create and share on the Services is owned by your Organization and may be retained even if your Organization deactivates or terminates Your Account. In this way, content you provide on the Services is similar to content you may generate in the course of your work.

## IX. CHANGES TO THE PRIVACY POLICY

We may update this Privacy Policy from time to time. When we update the Privacy Policy, we will revise the "Effective Date"

## X. CONTACT US

If you have any questions about this Privacy Policy or our practices, please first contact us via your Organization's account is likely subject to your Organization's own policies.

If you have further questions about this Privacy Policy, or wish to learn more about our privacy practices, including transfers or us by email at [privacyshield@support.facebook.com](mailto:privacyshield@support.facebook.com), or by mail at:

Facebook, Inc.

1601 Willow Road

Menlo Park, CA 94025 (if you live in the US or Canada)

OR

Facebook Ireland Ltd.

4 Grand Canal Square

Grand Canal Harbour

Dublin 2 Ireland (if you live anywhere else).

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