

## Mobile App Privacy Policy

Last revised and updated: October 19, 2017

### Introduction

Steelcase Inc. ("**Company**" or "**We**") respect your privacy and are committed to protecting it through our compliance with this policy. This policy describes:

- The types of information we may collect or that you may provide when you download, install and use the Steelcase Quality Management Notification (QMN) mobile application (the "**Application**").
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies only to information we collect in this Application and in email, text, and other electronic communications sent through, or in connection with, this Application.

This policy DOES NOT apply to information that:

- We collect offline or on any other Company apps or websites.
- You provide to or is collected by any third party.

Our websites and apps, and these third parties have their own privacy policies, which we encourage you to read before providing information on or through them.

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, do not download, install or use this Application. By downloading, installing or using this Application, you agree to this privacy policy. This policy may change from time to time. Your continued use of this Application after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

### Information We Collect and How We Collect It

We collect information from and about users of our Application:

- Directly from you when you provide it to us.

- Automatically when you use the Application.

### **Information You Provide to Us**

When you download, access, and use this Application, we may ask you provide information:

- By which you may be personally identified, such as name, email address, telephone number, or any other identifier by which you may be contacted online or offline ("**personal information**").

### **Automatic Information Collection**

When you download, access, and use the Application, it may use technology to automatically collect:

- **Usage Details.** When you access and use the Application, we may automatically collect certain details of your access to and use of the Application, including communication data and the resources that you access and use on or through the Application.
- **Device Information.** We may collect information about your mobile device, including the device's unique device identifier, operating system, mobile network information, and the device's telephone number.

If you do not want us to collect this information do not download the Application or cease all use of the Application and delete it from your device.

### **How We Use Your Information**

We use information that we collect about you or that you provide to us, including any personal information, to:

- Provide you with the Application and its contents, and any other information, products or services that you request from us.
- Fulfill any other purpose for which you provide it.

The usage information we collect helps us to improve our Application and to deliver a better and more personalized experience by enabling us to:

- Store information about your preferences, allowing us to customize our Application according to your individual interests.

- Recognize you when you use the Application.

### **Disclosure of Your Information**

We may disclose personal information that we collect or you provide:

- To our subsidiaries and affiliates.
- To contractors, service providers, and other third parties we use to support our business and who are bound by contractual obligations to keep personal information confidential and use it only for the purposes for which we disclose it to them.
- To fulfill the purpose for which you provide it. For example, if you give us an email address to use the reporting feature of our Application, we will transmit the contents of that email and your email address to the recipients.
- For any other purpose disclosed by us when you provide the information.

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

You can review and change your personal information by logging into the Application and visiting your account profile page.

You may also send us an email at [privacy@steelcase.com](mailto:privacy@steelcase.com) to request access to, correct, or delete any personal information that you have provided to us. We cannot delete your personal information except by also deleting your user account.

### **Data Security**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

The safety and security of your information also depends on you. Where we have given you (or where you have chosen) a password for access to certain parts of our Application, you are responsible for keeping this password confidential.

Unfortunately, the transmission of information via the internet and mobile platforms is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted through our Application. Any transmission of personal information is at your own risk.

We are not responsible for circumvention of any privacy settings or security measures we provide.

### **Changes to Our Privacy Policy**

We may update our privacy policy from time to time. If we make material changes to how we treat our users' personal information, we will post the new privacy policy on this page with a notice that the privacy policy has been updated and notify you by an in-App alert the first time you use the Application after we make the change.

The date the privacy policy was last revised is identified at the top of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you and for periodically visiting this privacy policy to check for any changes.

### **Contact Information**

To ask questions or comment about this privacy policy and our privacy practices, contact us at: [privacy@steelcase.com](mailto:privacy@steelcase.com)