

GRAFT

GDPR TEMPLATE PACK

Privacy notice — workflow assessment

Plain-language privacy notice for employees whose workplace tool metadata is included in a Graft hybrid workflow assessment.

VERSION
v1.0

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Graft

TEMPLATE — REQUIRES LEGAL REVIEW BEFORE USE

This document is a drafting aid. Your DPO, legal counsel or works council should review every section before use.

WARNING

Template -- requires legal review. Your employer should adapt this notice before sharing it with you. It is intended to be a clear, human-readable companion to the formal DPIA.

What this is

Your employer is running a **workflow assessment** to understand how work actually gets done across teams and to find tasks that could be automated or made easier. They've asked **Graft** (graft.bot) to run it.

This notice tells you, in plain English, what Graft sees, what it doesn't, and what your rights are.

What we look at

We connect, with your employer's permission, to the everyday tools your team already uses -- typically Jira, Microsoft 365 and Google Workspace. From those tools we read **metadata only**. That means things like:

- How many Jira tickets moved between "in progress" and "done" this week
- How many files were opened in Google Drive (not which files, and not what's in them)
- How often people switch between Slack and Jira during the working day

We turn that into a **map of workflows** -- which tasks take a long time, which tools cause friction, where the same work is being done twice.

What we do not look at

- The **content** of your emails, chat messages, documents or calendar invites
- Who you email, who you chat with, or the subjects of your messages
- Your browsing history or what you type
- Your screen, webcam or microphone
- Any individual's productivity, speed, or "performance score"

If you're wondering whether a specific thing is collected: if it's a count, a timestamp or a tool-to-tool transition, probably yes. If it's words, content, or the identity of people you communicate with, no.

Why we're doing this

The goal is **workflow optimisation, not productivity monitoring**. Your employer wants to know where the friction is so they can fix it. We are explicitly looking for things your team can stop doing or automate, not to measure how hard anyone is working.

That distinction matters, and it's written into the contract between your employer and Graft. Graft is contractually prohibited from producing individual performance reports from this data.

How results are shared

Results are **aggregated**. By default we only show patterns for groups of **five or more people** (sometimes called "n>=5 aggregation"). If a team is smaller than that, the team's numbers are suppressed rather than shown.

The people who see the results are:

- Your employer's nominated project sponsors (typically operations, IT or transformation leads)
- Graft's analysts, who prepare the report

Nobody -- including your line manager -- sees an individual drill-down of your activity.

How long we keep it

- **Raw event data** (the minute-by-minute tool metadata): **90 days**, then automatically deleted.
- **Aggregated patterns** (the anonymised workflow map): **2 years**, then deleted.

What if I don't want to be included?

You can opt out at any time by emailing <<CLIENT FIELD: opt-out mailbox>>. Your request will be honoured at the next sync, normally within 24 hours. Opting out has **no impact on your employment** and is not recorded against you.

Your rights

Under UK GDPR and EU GDPR you have the right to:

- **Ask what we have about you** -- a copy of your hashed event log
- **Ask us to delete it** -- for the data Graft holds about you specifically
- **Object to the processing** -- on grounds relating to your particular situation
- **Raise a concern** with your employer's Data Protection Officer or with your national data protection authority

To exercise any of these, contact <<CLIENT FIELD: client DPO email>>. If you don't get a satisfactory response within one month, you can contact <<CLIENT FIELD: e.g. the ICO at ico.org.uk>>.

The legal basis

Graft processes this data on your employer's behalf under **legitimate interests** (Art. 6(1)(f) UK/EU GDPR). We're not asking you to consent to it, because data protection regulators have been clear that "consent" at work isn't really free -- you shouldn't feel pressured to agree. Instead, your employer has completed a formal assessment (a DPIA) documenting why this processing is necessary and proportionate, and the safeguards around it. You can request a copy from your DPO.

Document control

Field	Value
Version	1.0

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