

The HR wording pack

Take these words, fill in the square brackets by hand or at www.intheoffice.io/for/hr/, and send them. They describe what intheOffice does and does not do, in the language a colleague who has never heard of it will read once. Check them against your own privacy notice before they go out: what you keep, and for how long, is your decision and not ours. The current version is always at www.intheoffice.io/for/hr/.

The announcement

From [date] we are using intheOffice to keep track of who is working where. Each week you set a status for each day, In the office, Working from home or Away, and you can see the same for everyone else. If your pattern is the same most weeks, set it once as a Routine and it fills itself in.

We are doing this for three reasons: so you can see who else will be in before you decide to travel, so there is a desk for you when you get here, and so we know who is in the building if the alarm goes.

[If this applies] You book your desk, a meeting room or a parking space for the day at the same time as you set it.

[If this applies] There is a QR code by the door. Scanning it with your phone marks you as here, and scanning it again on the way out marks you as gone.

It is not a way of checking up on anyone. Nobody is timed, nobody is scored, and there is no measure of work in it at all. If anything below is not what you expected, tell [name] and we will sort it out.

What is recorded, who sees it, what it does not do

What is recorded

- Your name and your work email address. That is the whole of your profile.
- The status you set for each day, and any weekly Routine you set.
- Anything you book: a desk, a meeting room, a parking space, a locker.
- The office you belong to, and any Groups you are in.
- Any health and safety role you add to your own profile.
- [If this applies] The time you scanned in, and the time you scanned out.

Who can see it

- Colleagues see the status you set for each day, and what you have booked. Nothing else about you.
- On the register of who is in the building, a name carries a tick once somebody has checked in. It never shows a time.
- Administrators, which is [names or roles], can also see the office totals and export them, and can see one person's days over a period.
- Another office cannot see your schedule unless an administrator has published it to the whole company.
- Nobody outside [company] sees the schedule. intheOffice holds the data in order to run the service for us, on our instructions, under the agreement linked below.

What it does not do

- It does not measure hours worked, or anything else about your work.
- It does not know where you are. There is no app on your phone, no location permission and no tracking; the QR code is an ordinary web page opened with the camera.
- It does not read your calendar, your email or your documents.
- It has no productivity score and no league table of any kind.

The questions people ask

Can my manager see what time I arrived?

If we use the QR poster, the times you scan are recorded and an administrator can export them. On the register on the day, your name carries a tick and never a time. Nothing is calculated from the times; they are there so we know who is in the building.

Can colleagues see more about me than I can see about them?

No. Everyone sees the same grid of people against days. Administrators see more than that, and the administrators are [names or roles].

I set a day wrongly. Can I change it?

Today and the days ahead, always. Whether a day that has passed can be changed is a setting for our office. At the moment, [setting]. Ask [name] if you need a past day corrected.

Do I have to give it my phone number or my home address?

No, and there is nowhere to put them. Your profile is a name and a work email address.

What happens to my record when I move on?

An administrator removes you from the account. [Company] keeps whatever the retention policy requires, and nothing else.

Where is the data held, and who has it?

intheOffice is a UK company. Application data is held in Google Cloud data centres in London, Belgium and Frankfurt. Their privacy policy is at www.intheoffice.io/legal/privacy/ and the agreement we hold with them is at www.intheoffice.io/legal/dpa/. The full technical detail, including the parts that are not in the UK and the EU, is at www.intheoffice.io/for/it/.

What if I do not want to use it?

Talk to [name]. Somebody else can set your day for you, but then the grid says where you are without you having had a say in it, which is worse for you than setting it yourself.

Check these words against your own privacy notice before they go out. What you keep, and for how long, is your decision and not ours, and this is not legal advice.

INTHEOFFICE LIMITED, company number 13539107, a UK company. hi@intheoffice.io

Data Processing Agreement: <https://www.intheoffice.io/legal/dpa/>. Privacy policy: <https://www.intheoffice.io/legal/privacy/>. What is held and where, in full: <https://www.intheoffice.io/for/it/>.

Version 1 October 2026. Facts in this pack were checked against the application on that date; where something has changed since, the page above is the current statement.