

POLICY

Privacy Policy

How Rally collects, uses, stores, and protects information when you use our workspace, task, and messaging product.

Rally ("Rally," "we," "us," or "our") provides a workspace product for organizing tasks, sharing files, and messaging with your team (the "Service"). This Privacy Policy explains what information we collect, how we use it, and the choices you have. It applies to everyone who creates an account, is invited into a workspace, or otherwise uses the Service.

This document is a template provided for a software project and has not been reviewed by a lawyer. Replace the placeholder contact details and confirm it fits your entity, jurisdiction, and actual data practices before publishing it as your live policy.

01 — Scope

Who this policy covers

Rally is used inside "workspaces" created by an organization (the "Customer"). If you were invited to a workspace by your employer or another organization, that organization controls the workspace and is responsible for the instructions it gives us about your data. Where the Customer is the controller of your information, this policy describes how we process data as the Customer's service provider; where you interact with Rally directly (for example, as the workspace Owner setting up an account), we act as the controller.

02 — Collection

Information we collect

Account information. Name, email address, and a password hash (or, for magic-link and invite sign-in, a one-time authentication token) when you or your workspace Owner create your account.

Workspace content. Tasks, task descriptions, checklists, custom field values, comments, channel messages, and file attachments you or your teammates create inside the Service.

Usage and device data. Session identifiers, timestamps, and basic request metadata (such as browser type and IP address) needed to keep you signed in and to secure the Service.

Communications. If you contact us for support, we keep a record of that correspondence.

03 — Use

How we use information

- To provide, maintain, and secure the Service — including authenticating sign-ins, enforcing workspace and role-based permissions, and preventing abuse.
- To send transactional email you or your workspace request: invitations, password resets, sign-in links, task and due-date notifications, and comment mentions.
- To respond to support requests and communicate important changes to the Service.
- To diagnose problems and improve reliability and performance.

We do not sell personal information, and we do not use the contents of your tasks, comments, or messages to train third-party advertising or AI models.

04 — Sharing

Who we share information with

We do not share your information with third parties except:

- **Within your workspace.** Your name and email are visible to other members of workspaces you belong to, scoped by the space- and list-level permissions your Owner or Admins configure. Guests only see the specific lists shared with them.
- **Service providers.** We use a transactional email provider to deliver the notifications described above, and — only if a workspace Owner enables it — a Slack incoming webhook the Customer configures to relay notification text to their own Slack workspace.
- **Legal reasons.** If required to comply with a valid legal process, or to protect the rights, property, or safety of Rally, our users, or the public.

05 — Storage

Where information is stored

Account records, workspace content, and messages are stored in our primary database. Uploaded file attachments are stored on Rally's own application storage, not a third-party file host. We retain information for as long as your workspace remains active, plus a reasonable period afterward for backups and legal compliance, unless a shorter period is required by law.

06 — Security

How we protect information

Passwords are stored as salted cryptographic hashes, never in plain text. Sign-in links and password-reset links are single-use, time-limited tokens sent only to the email address on file. Access to workspace data is enforced by role- and space-scoped permission checks on every request. No method of transmission or storage is perfectly secure, and we cannot guarantee absolute security.

07 — Your rights

Your choices and rights

RIGHT	HOW TO EXERCISE IT
Access or export your data	Ask your workspace Owner, or contact us directly using the details below.
Correct your name or email	Update it from your account settings, or ask your workspace Owner.
Delete your account	Ask your workspace Owner to remove you, or contact us to request deletion.
Opt out of non-essential email	Adjust notification preferences in your account settings. Security and account emails cannot be turned off.

Depending on where you live, you may have additional rights under laws such as the GDPR or CCPA, including the right to object to or restrict certain processing. Contact us to make a request.

08 — Children

Children's privacy

The Service is intended for use by organizations and their adult members. It is not directed to children, and we do not knowingly collect personal information from children under 16.

09 — Changes

Changes to this policy

We may update this policy from time to time. If we make material changes, we will notify workspace Owners by email and update the effective date above.

Contact us

Questions about this policy or your data can be sent to **privacy@rally.app** (*placeholder — replace with your real support address before publishing*).