

TERMS OF SERVICE

Effective date: 17 September 2026

1. About these Terms

These Terms of Service ("Terms") govern access to and use of the InToday service.

InToday is provided by **InToday LTD**, a company registered in England and Wales under company number **17319683**, with its registered office at 167–169 Great Portland Street, 5th Floor, London, United Kingdom, W1W 5PF.

These Terms are intended primarily for organisations acquiring InToday for business use.

By creating an organisation account, purchasing a subscription or otherwise using InToday on behalf of an organisation, you confirm that you have authority to act on behalf of that organisation.

2. The InToday service

InToday provides an online workplace visibility platform through which authorised users can indicate and view workplace statuses.

Features may include weekly workplace status selection, office, remote and away statuses, team views, employee search, information about when a person is next expected to be in the office and workspace administration.

We may update and improve the service from time to time.

3. Accounts and authorised users

The organisation subscribing to InToday ("Customer") is responsible for administering its workspace and determining who is authorised to access it.

The Customer is responsible for ensuring that account information is accurate and for removing access when it is no longer appropriate.

Users must keep account credentials secure and must not knowingly permit unauthorised access to their accounts.

The Customer is responsible for the use of InToday by its authorised users.

4. Subscription plans

InToday subscriptions are provided according to the plan selected by the Customer.

Plan pricing, permitted team size, billing frequency and any applicable limits will be displayed when the subscription is purchased.

Unless otherwise stated, InToday's subscription plans provide access to the same core service, with plan selection primarily determined by team size.

5. Free trials

We may offer free trials from time to time.

The length and conditions of a free trial will be displayed when the Customer registers.

If a trial will automatically convert into a paid subscription, this will be communicated during the sign-up or checkout process.

6. Fees and payment

Customers must pay the subscription fees displayed or otherwise agreed when purchasing InToday.

Payments and subscription billing are provided using Wix and associated payment infrastructure.

Prices and any applicable taxes will be displayed during purchase.

Where a Customer chooses a recurring subscription, the Customer authorises the applicable recurring charges until the subscription is cancelled.

7. Renewal and cancellation

Recurring subscriptions will renew in accordance with the billing arrangement shown when the Customer purchases the subscription.

Customers may cancel using the cancellation functionality made available to them or by contacting hello@intoday.ai.

Unless otherwise stated at purchase, cancellation prevents future renewal and access will continue until the end of the period already paid for.

Fees already charged are not normally refundable except where required by law or expressly agreed by InToday.

8. Acceptable use

Customers and users must not:

- use InToday unlawfully;
- attempt to gain unauthorised access to another organisation's workspace or information;
- interfere with the security or operation of InToday;
- introduce malware or malicious code;
- deliberately overload or disrupt the service;
- improperly scrape, copy or extract information;
- circumvent security or access restrictions;
- use InToday to harass or discriminate against individuals;
- use InToday for unlawful employee monitoring; or
- submit information they do not have the right to process.

9. Customer responsibilities

Customers are responsible for ensuring that their use of InToday complies with applicable employment, privacy and data protection requirements.

Customers determine which personnel should have access to their workspace and are responsible for ensuring that appropriate information is provided to their personnel about the organisation's use of InToday.

10. Customer Data

The Customer retains its rights in information submitted to its InToday workspace ("Customer Data").

The Customer authorises InToday to host, process, transmit, display and otherwise handle Customer Data to the extent reasonably necessary to provide, maintain, secure and support the service and comply with applicable law.

InToday does not acquire ownership of Customer Data merely because it is processed through the service.

11. Data protection

Each party will comply with applicable data protection law.

Where InToday processes personal data on behalf of a Customer, the InToday Data Processing Agreement applies to that processing.

12. Intellectual property

InToday LTD and its licensors retain all intellectual property rights in the InToday service, software, branding, website, designs, documentation and underlying technology.

Subject to payment of applicable fees and compliance with these Terms, InToday grants the Customer a limited, non-exclusive, non-transferable right to use the service for its internal business purposes during the subscription period.

13. Confidentiality

Each party will take reasonable steps to protect confidential information received from the other party and will use such information only for purposes connected with the InToday service, except where disclosure is authorised or required by law.

14. Availability and changes

We aim to provide a reliable service but do not guarantee that InToday will always be available without interruption or error.

Availability may be affected by maintenance, technical faults, third-party infrastructure, security events or circumstances outside our reasonable control.

We may modify the service as it develops. Where a change would materially reduce core functionality for paying Customers, we will take reasonable steps to provide appropriate notice.

15. Suspension

We may suspend access where reasonably necessary to protect InToday or its users, investigate or respond to a security threat, prevent unlawful use, address a material breach of these Terms or address materially overdue fees.

Where reasonably practicable, we will provide notice.

16. Termination

Customers may terminate their subscription in accordance with the cancellation provisions above.

We may terminate an account where the Customer materially breaches these Terms and does not remedy the breach within a reasonable period after being asked to do so.

We may terminate or suspend access immediately where continued use creates a material security or legal risk or where a breach cannot reasonably be remedied.

17. Liability

Nothing in these Terms excludes or limits liability where it would be unlawful to do so, including liability for fraud or fraudulent misrepresentation, or for death or personal injury caused by negligence.

Subject to the preceding paragraph and to the fullest extent permitted by law, InToday will not be liable for indirect or consequential loss, loss of profits, loss of revenue, loss of anticipated savings, loss of business opportunity or loss of goodwill arising from use of the service.

InToday is intended as a workplace visibility and coordination tool. Customers remain responsible for their own staffing, workplace, operational and business decisions and should not rely upon InToday as the sole means of communicating information where failure to receive that information could cause material loss or harm.

18. Events outside our control

Neither party will be responsible for failure or delay caused by circumstances beyond its reasonable control.

19. Changes to these Terms

We may update these Terms from time to time.

Where a material change affects an existing paid subscription, we will take reasonable steps to notify the Customer before the change takes effect.

20. Governing law

These Terms and any non-contractual obligations arising from them are governed by the laws of **England and Wales**.

Subject to any mandatory legal requirements, the courts of England and Wales will have jurisdiction.

21. Contact

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