



G Suite Data Connectors

Background

The Worklytics platform collects and analyzes *workplace data* at the instruction of Customer Organizations on their behalf, in accordance with our [Privacy Policy](#), [Terms of Service](#), and any customer agreement / laws / regulations which may supersede those terms. The Customer Organization remains the controller of this data and may instruct Worklytics to halt processing and destroy it at any time.

"Data Connectors" conceptualize the collection of workplace data, representing the connection via which Worklytics will collect data from a single data source.

How Worklytics Uses G Suite Data

The following are some examples of how we use this data:

- **email address / personal info** - Worklytics uses the email address and personal info (eg, name, profile photo, identity information) of your G Suite account and those of users within your G Suite organization to 1) provide single-sign-on functionality (SSO), 2) show your name/photo/email to yourself and other members of your organization, 3) match your G Suite identity to other workplace applications.
- **G Suite Directory data** - Worklytics processes directory data for persons and groups (mailing lists, roles, org units, domains, etc) to provide workplace and people analytics services. This data is used to match persons' identities in G Suite with other data sources; to provide groupings of persons for analytics proposes; to understand collaboration between and within groups (eg, whether people are on the same team).
- **Calendar and events data** - Worklytics processes calendar and event data to provide workplace and people analytics services. You may disable this analysis and request deletion of your organization's Calendar data stored by Worklytics at any time.
- **Drive metadata** - Worklytics processes meta-data about G Drive files (not content of files themselves) to provide our workplace and people analytics services. You may disable this analysis and request deletion of your organization's Calendar data stored by Worklytics at any time.

Worklytics provides a "Data Connections" page to control connections to the above G Suite data sources. Additionally, you can contact support@worklytics.co if you require more advanced controls.

How to Connect G Suite to a New Worklytics Account

Follow these steps to connect your G Suite data to a *new* Worklytics account. If your Organization already has a Worklytics account, please see the next section.

1. Visit the [G Suite Marketplace](#). Ensure you are authenticated as a Google User within the G Suite organization from which you wish Worklytics to collect data.
2. Click "Domain Install" button located in the upper-right corner.
3. Click "Continue" to review the permissions you will grant to Worklytics on behalf of your organization. You can refer back to this document for detailed information about how your organization's data will be used, as well as our

Privacy Policy and Terms (linked above).

4. Click "Accept" once you have reviewed the our Terms of Service and Privacy Policies.
5. Click "Next" to continue through the overview of where Worklytics will appear in the G Suite UX.
6. Click "Complete additional setup now" to open Worklytics in a new tab. You may need to disable popups and click the link again (the popup performs the single-sign-on call back to Google, to validate your identity).
7. In Worklytics, confirm your organization's name and desired data storage location (EU, or no restriction).

How to Connect G Suite to an Existing Worklytics Account

Follow these steps to connect your G Suite data to a *new* Worklytics account. If your Organization already has a Worklytics account, please see the next section.

1. Visit the [G Suite Marketplace](#). Ensure your are authenticated as a Google User within the G Suite organization from which you wish Worklytics to collect data and that you are an [Administrator of the organization](#).
2. Click "Domain Install" button located in the upper-right corner.
3. Click "Continue" to review the permissions you will grant to Worklytics on behalf of your organization. You can refer back to this document for detailed information about how your organization's data will be used, as well as our Privacy Policy and Terms (linked above).
4. Click "Accept" once you have reviewed the our Terms of Service and Privacy Policies.
5. Click "Next" to continue through the overview of where Worklytics will appear in the G Suite UX.
6. Click "Complete additional setup now" to open Worklytics in a new tab. You may need to disable popups and click the link again (the popup performs the single-sign-on call back to Google, to validate your identity).
7. Login to Worklytics. You must authenticate using a Google Account from the same domain in which you installed the Worklytics App.
8. Click "Data Connections".
9. Find "G Suite Directory" in the connectors list, and click "Connect". G Suite directory is required for collecting any additional data from G Suite.
10. *Optional*. Find "Google Calendar" in the connectors list, and click "Connect".
11. *Optional*. Find "Google Drive" in the connectors list, and click "Connect".
12. *Optional*. If you wish to analyze G Mail data, please contact [support](#) for assistance.