

**INFORMATION ON THE OBLIGATIONS TO BE
INFORMED IN ACCORDANCE WITH ART. 13,
14 GDPR FOR ONLINE MEETINGS,
CONFERENCE CALLS AND ONLINE SEMINARS
VIA "MICROSOFT TEAMS"**

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We would like to inform you below about the processing of personal data in connection with the use of "Microsoft Teams".

PURPOSE OF PROCESSING

We use the "Microsoft Teams" tool to conduct telephone conferences, online meetings, video conferences and/or online seminars (hereinafter: "online meetings").

Microsoft Teams is a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (hereinafter referred to as "Microsoft"). Between Herbert Waldmann GmbH & Co. and Microsoft as Processor, data processor, there is an agreement pursuant to Art. 28 GDPR.

DATA CONTROLLER

Controller for data processing directly related to the organisation of "Online Meetings" is the

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DATA PROTECTION OFFICER

vimopro GmbH
datenschutz@vimopro.de datenschutz@vimopro.de

SCOPE OF PROCESSING

Various types of personal data are processed when Microsoft Teams is used. The scope of data processing depends on the information and settings made by the respective data subject and whether Microsoft Teams is used via the app application or the browser.

Depending on the type and scope of participation and the individual settings of the data subject, the following Personal data may be subject to Processing:

- User data (first name, surname, display name, email address, profile picture, language settings, IP address, device/hardware information)
- Meeting data (date, time, meeting ID)
- Text, audio or video data (depending on the configuration of the online meeting and the individual settings of the Data subject, text entries in the chat window as well as data collected via the microphone and video camera of the terminal device used may be processed)
- Recordings (MP4 file of the video, audio and presentation recordings, M4A file of the audio recordings, text file of the online meeting chat)
- Telemetry data

If the online meeting is recorded by us, this fact will be communicated to the data subjects in advance and - if necessary - Consent will be obtained for this. The fact that an online meeting is being recorded is also recognisable during the meeting by a banner notice.

Exceptions are only made in justified individual cases, such as webinars. Participants are informed of this before the recording begins and their consent is obtained. If Users do not consent to the recording, they have the option of switching off the microphone and camera and not using the chat, but remaining in the online meeting. Alternatively, participants can log out but have the option of accessing the recording later. Recordings are stored in a protected location that can only be accessed by authorised participants. You may have the option of using the chat, question or survey functions in

an "online meeting". In this respect, the text entries you make are processed in order to display them in the "online meeting" and, if necessary, to log them.

To enable the display of video and playback of audio, the data from your end device's microphone and any video camera on the end device will be processed for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time via the applications.

To take part in an "online meeting" or to enter the "meeting room", you must provide the minimum information required for this.

LEGAL BASIS OF DATA PROCESSING

Insofar as personal data of employees of the Herbert Waldmann GmbH & Co. KG are processed, § 26 BDSG is the legal basis for Data processing. If, in connection with the use of "Microsoft Teams", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component of the use of "Microsoft Teams", Art. 6 para. 1 lit. f) GDPR is the legal basis for data processing. In these cases, we are interested in the effective organisation of "online meetings".

Otherwise, the legal basis for data processing when conducting "online meetings" is Art. 6 para. 1 lit. b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here too, we have an interest in the effective organisation of online meetings.

RECIPIENTS / FORWARDING OF DATA

Personal data that is processed in connection with participation in "online meetings" is not passed on to Third Parties unless it is intended to be passed on. Please note that content from "online meetings", as with face-to-face meetings, is often used to communicate information with customers, interested parties or Third Parties and is therefore intended to be passed on.

Other recipients: The provider of "Microsoft Teams" necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing contract with "Microsoft Teams".

DATA PROCESSING OUTSIDE THE EUROPEAN UNION

"Microsoft Teams" is a service provided by a provider from the USA. Processing of personal data therefore also takes place in a third country. We have concluded a data processing agreement with the provider of "Microsoft Teams" that meets the requirements of Art. 28 GDPR.

Microsoft is certified under the Data Privacy Framework, so we base potential data transfers to the USA on the EU adequacy decision.

An adequate level of data protection is guaranteed by the conclusion of the so-called EU Standard Contractual Clauses (SCC).

YOUR RIGHTS AS A DATA SUBJECT

You have the **right of access** to the personal data concerning you. You can contact us at any time for information.

In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have a **right to rectification** or **erasure** or to **restriction of processing**, insofar as you are legally entitled to do so.

Finally, you have the **right to object** to the processing within the framework of the legal requirements.

There is also a **right to data portability** within the framework of data protection regulations.

DELETION OF DATA

We delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfil contractual services, to check and grant or defend against warranty and guarantee claims. In the case of statutory retention obligations, deletion will only be considered after expiry of the respective retention obligation.

RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY

You have the right to complain to a supervisory authority for data protection; protection of personal data about the processing of personal data by us.

AMENDMENT OF THIS DATA PROTECTION NOTICE

We revise this information in the event of changes to data processing or other occasions that make this necessary.

Updated: January 2024