

DATA PROTECTION NOTICE FOR ONLINE MEETINGS, TELEPHONE CONFERENCES AND WEBINARS VIA "MICROSOFT TEAMS"

The protection of your personal data is important to us. This data protection notice informs you about the processing of personal data in connection with the use of "Microsoft Teams" as well as your rights in connection with this data processing.

1. Controller:

The controller for the processing of your personal data is:

Eucon Digital GmbH
Martin-Luther-King-Weg 2
48155 Munster

2. Data Protection Officer:

You can contact our data protection officer at the above postal address with the addition "To the data protection officer" or at the email address dataprivacy@eucon-digital.de.

3. Which data do we process?

When using "Microsoft Teams", different types of data are processed. The scope of the data also depends on the details of the data you provide before or when participating in an "Online Meeting". The following personal data are the subject of processing:

Name; User information (e.g. display name, possibly email address, profile picture (optional), preferred language); **meeting metadata** (e.g. date, time, meeting id, phone numbers, location); **text, audio and video data, chat data** (text entries made); **Event data** (e.g. lists of participants); **Evaluation results** (incl. survey/voting values, date and time the survey/voting was opened, date and time the response was sent).

To participate, you will receive an email from us that contains a link. We either received your email address from you or we collected it when you registered. Your information will be cached in your browser and used for future web seminars. If you activate access to the microphone or the video camera of the device used, audio and video data are processed and played back in the webinar. You can deactivate access at any time using the buttons with the respective symbols. Participation is possible even if you deactivate access. There is also the option to exchange text messages in a group chat. The messages are visible to all participants in the web seminar. If you select the "Share screen" function, your screen content will be shown to all other participants in the webinar. Before using the function, you should therefore ensure that no sensitive data is displayed on your screen. You can deactivate the function at any time using the corresponding button.

In addition, the Microsoft Polls plugin can be used to create surveys and conduct appointment polls. The answers within the surveys and polls can be anonymized or evaluated on a personal basis depending on the settings. Participation in the surveys and polls is always voluntary.

4. For what purposes do we process your data and on which legal ground?

We use “Microsoft Teams” to hold conference calls, online meetings, video conferences and/or webinars (hereinafter: “Online Meetings”). “Microsoft Teams” is a service of Microsoft Corporation. If necessary for the purpose of logging the results of an Online Meeting, we will log the chat content. The legal basis for data processing when conducting “Online Meetings” is Article 6 (1) (b) GDPR, insofar as the meetings are held in the context of contractual relationships. If there is no contractual relationship, the legal basis is Article 6 (1) (f) GDPR. Our interest is in the effective implementation of “Online Meetings”.

If we want to record “Online Meetings”, we will inform you transparently in advance and – to the extent necessary – ask for your consent. In this case, the legal basis is your consent in accordance with Article 6 (1) (a) GDPR.

The collection of survey and voting data is based on your consent in accordance with Art. 6 (1) (a) GDPR or - if applicable - for the fulfilment of a contract or a pre-contractual measure in accordance with Art. 6 (1) (b) GDPR. If no contractual relationship exists, surveys and polls may be necessary to safeguard our legitimate interests in the effective planning and implementation of projects and processes in accordance with Art. 6 (1) (f) GDPR.

5. Who receives the data?

Personal data that are processed in connection with participation in “Online Meetings” are generally not passed on to third parties unless they are intended to be passed on. Please note that content from “Online Meetings” as well as from personal meetings is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Moreover, the provider of “Microsoft Teams” necessarily receives knowledge of the above data, insofar as this is provided for in our processing agreement.

6. Data processing outside the European Union

Data processing outside the European Union (EU) does not take place, as we have limited our storage location to data centers in the European Union. However, we cannot rule out that the routing of data takes place via Internet servers that are located outside the EU. This can be the case in particular if participants in an “Online Meeting” are in a third country. However, the data is encrypted during transport over the Internet and is thus protected against unauthorized access by third parties.

7. Storage of the data

We only process your personal data for as long as is necessary to fulfill the respective processing purpose.

In addition, We are subject to various retention and documentation obligations, which result, inter alia, from the German Commercial Code (*Handelsgesetzbuch, HGB*) or the German Tax Code (*Abgabenordnung, AO*). These can equal up to ten full years.

Finally, the storage period is also assessed according to the statutory limitation periods, which can be up to thirty years, for example, according to Sections 195 et seqq. of the German Civil Code (*Bürgerliches Gesetzbuch, BGB*), with the regular period of limitation being three years.

8. Your rights

Every data subject has the right to information under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR and the right to data portability under Article 20 GDPR. In order to exercise the aforementioned rights, you can contact the bodies named under section 1.

If you have given us your consent to data processing, you can revoke this informally at any time. To do this, you can contact the body named under section 1.

If we process your data to protect legitimate interests, you can informally object to this processing on grounds relating to your particular situation at any time. To do this, you can contact the body named under section 1.

In addition, there is a right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR).