

General Data Protection Declaration for Online Meetings

Purpose and legal basis

Online meetings are conducted using "Zoom". This tool serves the purpose of conducting online meetings, video conferences and/or webinars (hereinafter: online meetings). "Zoom" is provided by Zoom Video Communications Inc., US, and integrated into our website. "Zoom" can also be used directly via the app or website of the provider by entering the respective meeting ID and any additional access data there.

In the event of "Zoom" being used in the scope of contractual relations, the processing of personal data occurs on the basis of art. 6 para. 1 s. 1 lit. b GDPR; the personal data of our employees as per § 26 BDSG (Federal Data Protection Act). In the remaining cases we process the personal data of the participants due to our legitimate interest - the effective conducting of online meetings - in accordance with art. 6 para. 1 s. 1 lit. f GDPR.

Scope of data processing

Different types of data are processed with the use of "Zoom". The scope of the data depends above all on what data you enter prior to or during your participation in an online meeting. The following personal data are the subject of processing:

- Details of the user: First name, surname, telephone (optional), e-mail address, password (if "Single Sign-On" is not used), profile picture (optional), department (optional)
- Meeting meta data: Subject, description (optional), participant IP addresses, device/hardware information
- In the case of recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat
- In the case of telephone dialup access: Details of incoming and outgoing telephone number, country name, start and end time. Further connection data such as the IP address of the device may also be saved.
- Text, audio and video data: You may have the option of using the chat, question or survey functions in an online meeting. Text input that you have made regarding this will be processed to display it in the online meeting and record it where applicable. To enable the display of video and the playing of audio, the data from the microphone of your device and from any video camera of the device are processed during the course of the meeting. You may switch off the camera or mute the microphone at any time yourself via the "Zoom" app.

You must at the least state your name, if you are to take part in an online meeting or enter the meeting room.

Logging and recording

If we intend to record online meetings, we will inform you of this clearly beforehand and - where necessary - request your consent. The act of recording will also be displayed to you in the "Zoom" app. We will log the chat content where this is required for the purpose of logging the outcome of an online meeting. This will not typically be the case, however. In the case of webinars we can also process the questions asked by webinar participants for the purpose of recording and assessing webinars.

If you are registered as a user with "Zoom", then reports of online meetings (meeting meta data, data regarding telephone dialup, questions and answers in webinars, survey function in webinars) may be saved at "Zoom" for up to one month ("Zoom" is responsible for this). Automated decision making as per art. 22 GDPR does not occur.

Recipients of data

Personal data and content of the online meetings are only forwarded to authorised persons (such as participants in the meetings) where this is necessary and permitted. We do not forward to third parties.

"Zoom" received personal data for technical realisation. This is contractually regulated. "Zoom" has its registered office in the USA and is US Privacy Shield certified and subject to the standard EU contractual clauses that are included in our order processing agreement. "Zoom" in turn uses subprocessors, who can be viewed here <https://zoom.us/de-de/subprocessors.html>.