

Information on Data Protection for Microsoft Teams Conference Calls

- 1 To participate in a videoconference, you will receive an e-mail containing a hyperlink you can use to connect directly to the videoconference via the Microsoft Teams system. When you enter the virtual conference room, we may ask you to enter a participant name of your choice and possibly a conference password provided by us. You can turn your microphone and camera on or off at any time.
- 2 When you use the videoconference system, communication data (such as your e-mail address, typically your work e-mail address), personal master data (such as your first and last name, if you provide these voluntarily), profile data (such as your username if you provide it voluntarily), the content of the videoconference (if, for example, you appear personally by speaking or contributing in writing), authentication data, log files, log data, and metadata (such as the start and end times and duration of the conference, IP address, device/hardware information) will be processed.
- 3 We process your data for the purpose of offering you the option of participating, and enabling you to participate, in conference calls or videoconferences and to send you an invitation link by e-mail for this. All communications take place with end-to-end encryption. Voice and video data are not recorded or transferred to third parties without your prior consent.
- 4 If the conferences are held within the scope of contractual relationships, the legal basis is point (b) of Article 6(1) GDPR. In all other cases, it is our legitimate interest in the organization of our business operations, the IT security, and the establishment and performance of business relationships pursuant to point (f) of Article 6(1) GDPR. If we wish to record the videoconference or any portion thereof, we will ask for your consent beforehand. In this case, the legal basis is point (a) of Article 6(1) GDPR.
- 5 Personal data are processed and, in particular, stored only as long as is necessary and permissible in order to achieve the aforementioned purposes, as long as there is a legitimate interest therein or legal obligations and any claims and statutory retention obligations that may arise therefrom conflict with the erasure of the data.
- 6 To implement the conference calls and videoconferences, we use Microsoft Teams, a service for which the controller responsible in Europe is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland. Microsoft Teams is a collaboration tool that also includes a videoconference function. It is part of the Microsoft Office 365 cloud application.
- 7 We have entered into data protection agreements with Microsoft to ensure a minimum level of data protection. Please note that we have no influence over the processing of data by Microsoft. Microsoft may use your data to optimize or improve its own services, for example for technical optimization of the conference system and visual look and layout. Microsoft does not use the data for purposes of user profiling, marketing, or similar commercial purposes. However, Microsoft reserves the right to process customer data for its own business purposes. To the extent that Microsoft processes personal data in connection with its legitimate business processes, Microsoft is an independent controller for this use and, as such, is responsible for complying with all applicable laws and the obligations incumbent on a controller. This constitutes a data protection risk for users of Microsoft Teams. You can find the Microsoft privacy statement at <https://privacy.microsoft.com/de-de/privacystatement> and privacy information for Microsoft Teams at <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>. These links also contain further information regarding your rights in this respect.
- 8 When you use Teams, it is possible that Microsoft will transfer your data to a server of its parent company in the United States and process the data there. The Court of Justice of the European Union has held that the level of data protection in the United States is inadequate by EU standards. The processing of personal data in the United States is associated with corresponding risks, such as secret access by U.S. government agencies for monitoring and surveillance purposes.
- 9 The controller within the meaning of Article 4 No. 7 GDPR for the processing of your personal data for the aforementioned purposes is the ETO GRUPPE company that acts as the organizer of the videoconference. For the purposes of this data protection and privacy information, the ETO GRUPPE comprises ETO GRUPPE TECHNOLOGIES GmbH, ETO MAGNETIC GmbH, ETO SENSORIC GmbH, EKS Elektromagnetik GmbH, and ETO MAGNETIC Sp. z o.o.

Information on Data Protection for Microsoft Teams Conference Calls

- 10 You can reach our data protection officer by mail at Hardtring 8, 78333 Stockach, Germany, Data Protection Officer, c/o ETO GRUPPE TECHNOLOGIES GmbH, and by e-mail at datenschutz@etogruppe.com.
- 11 Subject to the statutory requirements and within the statutory scope, you have a right toward us to access to information (Article 15(1) GDPR), rectification of inaccurate data (Article 16 GDPR), erasure (Article 17 GDPR), restriction of processing (Article 18 GDPR), data portability (Article 20 GDPR) and not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you (Article 22 GDPR). If you consider that the processing of the data relating to you infringes the provisions of data protection and privacy law, you have the right to lodge a complaint with a supervisory authority (Article 77 GDPR). The right to lodge a complaint can be asserted in particular with a supervisory authority in the Member State where you reside or the place of the alleged infringement. In Baden-Württemberg, the supervisory authority with jurisdiction is the State Commissioner for Data Protection and Freedom of Information in Stuttgart.
- 12 If data are processed on the basis of your consent pursuant to point (a) of Article 6(1) GDPR, you have the right to withdraw consent at any time without this affecting the lawfulness of processing up to that point. If you withdraw consent, we will discontinue the data processing in question and erase those of your data that have been processed for these purposes unless you have expressly consented to the further use of your data or there is a legal basis for the further processing.
- 13 If data are collected on the basis of point (f) of Article 6(1) GDPR (data processing for purposes of legitimate interests), you have the right to object to the processing at any time on grounds relating to your particular situation. We will then no longer process the data unless there are demonstrably compelling legitimate grounds for the processing that override your interests, rights and freedoms or the processing serves for the establishment, exercise or defense of legal claims.