

# **Privacy policy for online meetings, annual general meetings and conferences with the software Zoom by**



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In the following we inform about the processing of personal data in connection with the use of Zoom.

## **Purpose of processing**

We use Zoom to conduct online meetings, video conferences and/or annual general meetings (hereafter: 'online events'). Zoom is a service provided by Zoom Video Communications, Inc, San José, California, United States.

## **Responsibility**

The responsible body within the meaning of the data protection laws, in particular the EU General Data Protection Regulation (GDPR), is

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## **Use of Zoom**

In order to attend a Zoom online event, the Zoom app must be installed on the device you are using. After registering for one of our zoom events, you will receive an email with a link to participate in the event. When using Zoom for the first time, this link will take you to the Zoom website to install the Zoom app. When you access the Zoom website, the Zoom provider is responsible for data processing.

Accessing the Zoom website is only necessary for the use of Zoom to download the software for the use of Zoom.

You can also use Zoom if you enter the respective meeting ID and, if necessary, other access data for the meeting directly in the Zoom app.

If you do not want to or cannot use the Zoom app, the basic functions can also be used via a browser version, which you can also find on the Zoom website.

## **Which data is processed?**

Different types of data are processed when using Zoom.

The following personal data is processed:

**User details:** first name, last name, e-mail address, password (if "Single-Sign-On" is not used), profile picture (optional), company department (optional)

**Meeting metadata:** Topic, description (optional), participant IP addresses, device/hardware information

**For recordings** (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online event chats.

**When dialing in by phone:** information on incoming and outgoing phone number, country name, start and end time. If necessary, further connection data such as e.g. the IP address of the device can be saved.

**Text, audio and video data:** We use the chat, question or polling features in an online event. The text entries you make are processed to display and, if necessary, record them in the online event. In order to enable the display of video and the playback of audio, data from the microphone of your end device and from any video camera on the end device are processed for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time using the zoom apps.

## **Scope of processing**

We use Zoom to conduct online events. If we want to record online events, we will inform you transparently in advance and - if necessary - ask for your consent. The fact of the recording will also be displayed in the zoom app.

For the purposes of recording and follow-up of online events, we may record and process the results of polls and votes as well as the chat history of the participants.

If you are registered as a Zoom user, reports of the online events (meeting metadata, phone dial-up data, questions and answers, surveys) can be stored for up to one month by Zoom.

## **Legal basis of the data processing**

Our interest lies in the effective implementation of online events. The processing of data collected when using Zoom is based on a legitimate interest (Art. 6 Para. 1 (a) GDPR).

## **Recipient / passing on of data**

Personal data that is processed in connection with participation in online events is generally not passed on to third parties. Should it become necessary to pass on such data to third parties, we will ask you for your explicit consent.

## **Data processing outside the European Union**

Zoom is a service provided by a provider from the USA. Processing of personal data therefore also takes place in a third country.

For this reason, before each use of Zoom, we obtain a declaration of consent for the further processing of data by Zoom when registering for participation in an online event.

An adequate level of data protection at Zoom Video Communications, Inc. is guaranteed by the "Privacy Shield" certification and by the conclusion of the so-called EU standard contractual clauses. Further information can be found at:

<https://zoom.us/privacy>

<https://datenschutz.hessen.de/datenschutz/internationales/eu-standardvertragsklauseln>

### **Your rights as the data subject**

You have the right of access to personal data concerning you. You can contact us for information at any time. In the case of a request for information that is not made in writing, we ask for your understanding that we may require you to provide evidence that proves that you are the person you claim to be. Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so. Finally, you have the right to object to the processing within the scope of the statutory provisions. You also have a right to data transferability within the framework of data protection regulations.

### **Deletion of data**

As a matter of principle, 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 services in accordance with the constitution of the association. In the case of legal storage obligations, deletion only comes into consideration after expiry of the respective storage obligation.

### **Right of appeal to a supervisory authority**

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

A list of the supervisory authorities (for the non-public sector) with their addresses can be found at: [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html).

### **Changes to this privacy policy**

We revise this privacy policy in the event of changes in data processing or other reasons that make this necessary. You will always find the current version on our website or you can request it from us.

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