

## **Data protection information for online meetings, telephone conferences and webinars via "Microsoft Teams" from WISKA Hoppmann GmbH**

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

### **Purpose of processing**

We use the "Microsoft Teams" tool for telephone conferences, online meetings, video conferences and webinars (hereinafter: "OnlineMeetings"). "Microsoft Teams" is a service from Microsoft.

### **Responsible**

WISKA Hoppmann GmbH, Kisdorfer Weg 28, 24568 Kaltenkirchen is responsible for data processing that is directly related to the implementation of "online meetings". You can find more information at: <https://www.wiska.com/en/65/imprint/>

**Note:** If you access the "Microsoft Teams" website, the provider of "Microsoft Teams" is responsible for data processing. A call to the website is only necessary for the use of "Microsoft Teams" in order to download the software for the use of "Microsoft Teams".

If you do not want to or cannot use the "Microsoft Teams"- app, you can also use "Microsoft Teams" via your browser. The service is then also provided via the "Microsoft Teams" website.

### **Which data are processed?**

Different types of data are processed when using "Microsoft Teams". The scope of the data also depends on the information you provide about data before or when participating in an "online meeting".

The following personal data are the subject of processing:

- **Information about the user:** e.g. Display name, maybe e-mail address, profile picture (optional), preferred language

- **Meeting metadata: e.g. Date, time, meeting ID, phone numbers, location**

- **Text, audio and video data:** You may have the option of using the chat function in an "online meeting". In this respect, the text entries you make are processed in order to display them in the "online meeting". In order to enable the display of video and the playback of audio, the data from the microphone of your end device and any video camera on the end device are processed accordingly during the duration of the meeting. You can switch off or mute the camera or microphone by yourself at any time using the "Microsoft Teams" applications.

### **Scope of processing**

We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will inform you transparently in advance and - if necessary - ask for your consent.

If it is necessary for the purpose of logging results of an online meeting, we will log the chat content. However, this will usually not be the case.

An automated decision-making i.S.d. Art. 22 DSGVO is not used.

### **Legal basis for data processing**

As far as personal data of employees of WISKA Hoppmann GmbH are processed, § 26 BDSG is the legal basis of the 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

an elementary component in the use of "Microsoft Teams", Art. 6 Para. 1 lit. f) DSGVO the legal basis for data processing. In these cases, we are interested in the effective implementation of "online meetings".

Incidentally, the legal basis for data processing when holding "online meetings" is Art. 6 Para. 1 lit. b) DSGVO, insofar as the meetings are held in the context of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 Para. 1 lit. f) DSGVO. Here, we are interested in the effective implementation of "online meetings".

### **Recipient / transfer of 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 face-to-face meetings is often used.

They are used to communicate information with customers, interested parties or third parties and are therefore intended to be passed on.

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

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

Data processing outside the European Union (EU) does not take place as a matter of principle, as we have restricted our storage location to data centres 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 are in an "online meeting" in a third country.

However, the data is encrypted during transport via Internet and is protected against unauthorized access by third parties.

### **Data protection officer**

With Mr. Patrick Knittel from the „data protection office Knittel Akademie für Datenschutz und Compliance“ we have appointed a data protection officer. You can reach him by email at [dsb@knittel-compliance.de](mailto:dsb@knittel-compliance.de) or by post: WISKA Hoppmann GmbH, - Datenschutzbeauftragter -, Kisdorfer Weg 28, 24568 Kaltenkirchen

### **Your rights as a data subject**

You have the right to get information about your personal data. You can contact us at any time for information.

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

You also have a right to correction or deletion or to restriction of processing, insofar as you are legally entitled to do so. Finally, you have the right to object to processing within the framework of the legal requirements.

A right to data portability also exists within the framework of data protection regulations.

### **Deletion of data**

We generally delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still required to fulfil contractual services, to check warranty and, if applicable, guarantee claims and to be able to grant or defend them. In the case of statutory retention requirements, deletion is only possible after the respective retention obligation has expired.

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

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

## **Changes to this data protection notice**

We will revise this data protection notice in the event of changes in data processing or other occasions that make this necessary. The current version can always be found on this website.