

Information obligations pursuant to Articles 13 and 14 GDPR for Online meetings and telephone conferences via "Microsoft Teams"

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

Purpose of processing

We use the tool "Microsoft Teams" to conduct telephone conferences, online meetings, and video conferences (hereinafter: "Online Meetings"). "Microsoft Teams" is a service provided by Microsoft Corporation.

Data Controller

The data controller responsible for processing data directly related to the conduct of "Online Meetings" is:

Wucherpennig & Krohn GmbH
Birkenallee 2 – 4
23738 Lensahn
Tel.: 04363-90310
Email: info@wucherpennig.de

Note: If you access the "Microsoft Teams" website, the provider of "Microsoft Teams" is responsible for data processing. Accessing the website is only necessary to download the software for using "Microsoft Teams".

If you do not wish to use the "Microsoft Teams" app or are unable to, you can also use "Microsoft Teams" via your browser. The service will then be provided through the "Microsoft Teams" website.

Data Protection Officer

a.s.k. Datenschutz e.K.
Schulstraße 16a
91245 Simmelsdorf
Tel.: 09155-263 99 70
Email: extdsb@ask-datenschutz.de
Website: www.ask-datenschutz.de

What data is processed?

Various types of data are processed when using "Microsoft Teams". The extent of the data depends on the information you provide before or during participation in an "Online Meeting".

The following personal data is subject to processing:

- User information: e.g. display name, email address (if applicable), 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 to use the chat function in an "Online Meeting". Any text input you provide will be processed to display it within the "Online Meeting". To enable video display and audio playback, data from your device's microphone and any video camera will be processed during the meeting. You can disable your camera or mute your microphone at any time using the "Microsoft Teams" application.

Scope of processing

We use "Microsoft Teams" to conduct "Online Meetings". If we wish to record "Online Meetings", we will inform you transparently in advance and,

if necessary, request your consent.

Chat content is logged when using Microsoft Teams. We store chat content for a period of one month. If required for logging the results of an "Online Meeting", we will log chat content. However, this is generally not the case.

Automated decision-making as defined in Article 22 GDPR is not used.

Legal basis for data processing

Where personal data of employees of Wucherpennig & Krohn GmbH is processed, § 26 BDSG serves as the legal basis for data processing. If, in connection with the use of "Microsoft Teams", personal data is not required for establishing, performing, or terminating an employment relationship but is still an essential part of the use of "Microsoft Teams", the legal basis for data processing is Article 6(1)(f) GDPR. In such cases, our interest lies in the effective conduct of "Online Meetings".

Otherwise, the legal basis for data processing when conducting "Online Meetings" is Article 6(1)(b) GDPR, provided the meetings take place within the context of contractual relationships. If no contractual relationship exists, the legal basis is Article 6(1)(f) GDPR. Again, our interest lies in the effective conduct of "Online Meetings".

Recipients / Data sharing

Personal data processed in connection with participation in "Online Meetings" is generally not shared with third parties unless it is specifically intended for such sharing. Please note that content from "Online Meetings" - just like in in-person meetings - is often specifically intended to be shared with customers, potential clients, or third parties.

Data processing outside the European Union

Data processing outside the European Union (EU) does not generally take place, as we have restricted our storage location to data centres within the EU. However, we cannot entirely rule out the possibility that data may be routed over internet servers located outside the EU. This may occur in particular if participants in an "Online Meeting" are located in a third country. However, data is encrypted during transmission over the internet and is therefore protected from unauthorised access by third parties.

Your rights as a data subject

You have the right to **information** about the personal data we process about you. You may request this information from us at any time. If a request for information is not submitted in writing, we may require proof of identity to ensure that the request is made by the correct person. Furthermore, you have the right to **rectification** or **deletion** of your data, or to **restriction** of processing, where legally permitted. Additionally, you have the right to **object** to processing within the legal framework. You also have the right to **data portability** in accordance with data protection regulations.

Deletion of data

We generally delete personal data when there is no longer a need to retain it. A need may exist, for example, if the data is still required to fulfil contractual obligations, assess and assert warranty or guarantee claims, or defend against such claims. In cases of statutory retention obligations, deletion only occurs after the applicable retention period has expired.

Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint about our processing of personal data with a data protection **supervisory authority** regarding the processing of your personal data by us.