

## Data Protection Information on Online Meetings (in accordance with Art. 13 GDPR)

### 1. Responsibility

For the collection and processing of your personal data in connection with the use of Microsoft Teams (hereinafter "Teams") or GoToMeeting, the responsibility lies with:

Stichting IEA Secretariaat Nederland

Keizersgracht 311

1016 EE Amsterdam

[dataprotection@iea.nl](mailto:dataprotection@iea.nl)

c/o IEA in Hamburg, Überseering 27, 22297 Hamburg, [datenschutz@iea-hamburg.de](mailto:datenschutz@iea-hamburg.de)

(hereinafter "IEA").

Please note: If you visit the websites of "Teams" or "GoToMeeting", Microsoft Corporation as the provider of "Teams" and LogMeIn Inc. as provider of "GoToMeeting" are responsible for the data processing. However, a visit to the websites is only necessary for the use of "Teams" or "GoToMeeting" in order to download the software. If you do not wish to or cannot use the "Teams" or "GoToMeeting" software (app), you can also use "Teams" or "GoToMeeting" on your browser. In that case, the service will be provided via the website of Microsoft Corporation or LogMeIn Inc. .

### 2. Description of data processing, purposes and types of data

To conduct telephone conferences, online meetings and video conferences (hereinafter: "online meetings"), we use Microsoft "Teams" from the US-based provider Microsoft Corporation or "GoToMeeting" from the US-based provider LogMeIn Inc.

Depending on the type and scope of your use of "Teams" and "GoToMeeting", different types of data are collected or processed. These include, in particular:

- Personal details (i.e. first and last name, e-mail address, profile picture),
- Meeting metadata (i.e. date, time and duration of communication, name of the meeting, participant IP address),
- Text, audio and video data (i.e. chat histories, video and audio playback),
- Connection data (i.e. phone numbers, country names, start and end times, IP addresses).

In the following, we would like to inform you in more detail about the scope of data processing.

#### 2.1. Required data and functions

If you participate in an online meeting as an internal or external **participant** ("guest"), you will receive an access link from the host via e-mail. When registering for the online meeting, you must then provide your name and, if necessary, your email address. As a participant, you can join online meetings directly from your browser without having to install the app.

In addition, the tool collects user data required for the provision of the services as well as technical and operational support and improvements thereof. This includes, in particular,

technical data about your devices, your network and your internet connection, such as IP address, MAC address, other device IDs (UDID), device type, operating system type and version, client version, camera type, microphone or speaker and type of connection.

## 2.2. Voluntary information and functions

You can provide further information about yourself, but you do not have to. You are also free to use the chat, question or survey functions during the online meeting. You can also switch on or switch off your camera and microphone or mute yourself.

Occasionally, we would like to record online meetings and events for the purpose of publishing them on YouTube or to provide them to absent participants. Thereby the audio track, as well as the camera view of the participants and the chat history are recorded. You are free to activate the camera and microphone or use the chat function. If you activate the camera and/or microphone or use the chat function, you thereby declare your consent to the recording. You can revoke your consent at any time with effect for the future. If you participate without activating the camera and/or microphone, none of your personal data (except for your username or pseudonym) will be recorded.

If you use the chat, question or survey function, the text entries you make will be processed in order to display them in the "online meeting" and, if necessary, to log them. When you turn on your camera or microphone, the data from your device's microphone and any video camera from your device will be processed for the duration of the meeting.

Please note that any information you or others upload, provide or create during an online meeting will be processed at least for the duration of the meeting. This includes, in particular, chat/instant messages, files, whiteboards and other information shared while using the tool.

## 2.3. Further information on the processing of your data

Further information on the processing of your data when using "Teams" can be found at:

<https://privacy.microsoft.com/en-US/privacystatement> and <https://www.microsoft.com/en-us/microsoft-teams/security>.

The information about "GoToMeeting" can be found at:

<https://www.logmein.com/trust/privacy> and <https://logmeincdn.azureedge.net/legal/2020-UCC-SOC3-Report-Final.pdf>.

## 3. Legal basis for data processing

If you participate in an online meeting as an external participant, your data will be processed based on Art. 6.1. (b) GDPR, provided that your participation in the online meeting is necessary for the performance of a contract concluded with you. The same applies if the implementation of the online meeting is necessary to carry out pre-contractual measures that are carried out at your request.

If the data processing in connection with the use of "Teams" or "GotoMeeting" is neither necessary for the purposes of the employment relationship nor for the fulfilment of a contract concluded with you or for the implementation of pre-contractual measures, it is carried out on the basis of Art. 6.1. (f) GDPR. Our legitimate interest is to be able to communicate worldwide, to keep up business contacts and to provide services.

If you provide additional information about yourself on a voluntary basis when using the tools or voluntarily use functions that are not strictly necessary, the data processing will take place on the basis of consent in accordance with Art. 6.1. (a) and Art. 7 GDPR, and potentially Art. 88.1

GDPR. You can withdraw your consent at any time with effect for the future. Please note that processing carried out before the withdrawal is not affected.

#### 4. Disclosure of your data

In principle, we do not transfer your data to third parties. A transfer will only take place if the data is currently intended for disclosure, if you have previously expressly consented to the transfer or if we are obliged or entitled to do so by law. Please note that content from "online meetings" is often used to communicate information with customers, interested parties or third parties and is therefore intended for disclosure.

Microsoft Corporation and LogMeIn Inc. support our work as external service providers and data processors within the meaning of Art. 28 GDPR. As data processors, Microsoft Corporation and LogMeIn Inc. process your data strictly bound by our instructions and on the basis of a separately concluded data processing contract. In principle, your data will not be processed outside the European Union (EU) or the European Economic Area (EEA) as we have limited our storage location to data centers in the European Union. However, it cannot be ruled out entirely that your data may also be processed outside the EU or the EEA or sent to Microsoft Corporation or LogMeIn Inc. . The transfer of data to the USA is subject to suitable guarantees within the meaning of Art. 46 GDPR relying on standard contractual clauses and additional data protection measures. We are happy to provide you upon request with a copy of the standard contractual clauses as well as further information on the additional data protection measures.

#### 5. Deletion of your data

In principle, we process and store your data only as long as it is necessary for the purposes for which it was collected. Thereafter, your data will be deleted, unless the processing or storage of your data is necessary for the assertion, exercise or defense of legal claims. In the case of statutory retention obligations, deletion is only possible after expiry of the respective retention obligation.

In all other respects, the following storage or deletion periods apply:

- Admin users using the account of the controller can completely delete user profiles of each user at any time.
- Media sent directly between participants are not stored.
- Audio and video content is processed in the stream and not stored unless the event is recorded.
- Stored technical logs/technical diagnostic information will be deleted or anonymized after a maximum of 90 days.

#### 6. Your rights as a data subject

In accordance with Article 15 GDPR, you have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed. Where this is the case, you have the right to access to your personal data. You also have a right to correct incorrect data about you in accordance with Article 16 GDPR or to erase your personal data if one of the reasons stated in Art. 17 GDPR apply to you, i.e. if the data is no longer needed for the pursued purposes. You also have the right to restrict the processing of your data if one of the conditions mentioned in Art. 18 GDPR applies. Where applicable, you may have a right to data portability as stated in Art. 20 GDPR.

In cases where we process your personal data on the legal basis of Art. 6.1.(f) GDPR (legitimate interest), you also have the right to object at any time to the data processing for reasons arising from your particular situation. We will then no longer process your personal data unless there are compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. You can assert your data protection rights here: [datenschutz@iea-hamburg.de](mailto:datenschutz@iea-hamburg.de).

You also have the right to file a complaint with a supervisory authority if you believe that the processing of your personal data violates your rights under the GDPR. The right to file a complaint may be exercised before a supervisory authority in the Member State of the data subject's place of residence or of the place of the alleged infringement.

## 7. Our Data Protection Officer

Our data protection officers support us in our compliance with applicable data protection obligations. You can reach them here:

(for requests in German) datenschutz nord GmbH, Sechslingspforte 2, 22087 Hamburg, email: [iea@datenschutz-nord.de](mailto:iea@datenschutz-nord.de), Web: [www.datenschutz-nord-gruppe.de](http://www.datenschutz-nord-gruppe.de)

(for requests in English) email: [Dataprotection@iea.nl](mailto:Dataprotection@iea.nl)