

Privacy Policy of AWM gGmbH for Remote Conference Services (Online Meetings, Video Conferences, Chats, Webinars, etc.) via ZOOM

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

Purpose of Processing

We use the ZOOM tool for remote conference services to conduct online meetings, video conferences, chats, webinars, etc. (hereinafter referred to as "Online Meetings"). ZOOM is a service provided by the US-based company Zoom Video Communications Inc., headquartered in the US state of California, USA.

Controller

The controller for data processing directly related to the conduct of Online Meetings is AWM gGmbH.

Note: When accessing the ZOOM website, the provider of ZOOM is responsible for data processing. However, accessing the website is only necessary to download the software (app) for using ZOOM. You can also use ZOOM by entering the respective meeting ID and, if necessary, additional access data for the meeting directly in the ZOOM app. If you do not wish or are unable to use the ZOOM app, the basic functions are also available via a browser version, which you can find on the ZOOM website.

What Data Is Processed?

Various types of data are processed when using ZOOM. The extent of the data processed also depends on the data you provide before or during participation in an Online Meeting. The following personal data is subject to processing:

- User information: First name, last name, telephone (optional), email address, password (if "Single-Sign-On" is not used), profile picture (optional), department (optional).
- Meeting metadata: Subject, 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 the online meeting chat.
- When dialing in by phone: Incoming and outgoing phone number details, country name, start and end times. Additional connection data such as the device's IP address may be stored.
- Text, audio, and video data: You may have the option to use chat, question, or survey functions in an Online Meeting. In this case, the text inputs made by you will be processed to display them in the Online Meeting and potentially log them. To enable the display of video and playback of audio, data from your device's microphone as well

as from any device's video camera will be processed during the meeting. You can turn off or mute the camera or microphone yourself at any time using the ZOOM applications. To participate in an Online Meeting, you must provide at least your name to enter the meeting room.

Scope of Processing

We use ZOOM to conduct Online Meetings. If we intend to record Online Meetings, we will inform you transparently in advance and, if necessary, ask for consent. The fact of recording will also be indicated to you in the ZOOM app.

If it is necessary for logging the results of an Online Meeting, we will log the chat contents. However, this will generally not be the case.

In the case of webinars, we may process the questions asked by webinar participants for the purpose of recording and post-processing webinars. If you are registered as a user with ZOOM, reports on Online Meetings (meeting metadata, data for phone dial-in, questions and answers in webinars, survey function in webinars) may be stored by ZOOM for up to one month. The software-based "Attention Tracking" feature available in Online Meeting tools like ZOOM is disabled.

Automated decision-making within the meaning of Art. 22 GDPR is not used.

Legal Basis for Data Processing

For all employees of AWM gGmbH, § 26 BDSG is the legal basis for data processing. If data related to the use of ZOOM is not required for data processing but is nevertheless an essential part of using ZOOM, Art. 6 para. 1 lit. f GDPR is the legal basis for data processing. In these cases, our interest lies in the effective conduct of Online Meetings.

For other participants in Online Meetings - if the meetings are conducted within the scope of contractual relationships - Art. 6 para. 1 lit. b GDPR is the legal basis for data processing.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f GDPR. Here too, our interest lies in the effective conduct of Online Meetings.

Recipients / Data Disclosure

Contents from Online Meetings, as in personal face-to-face meetings, often serve to communicate information to customers, interested parties, or third parties and are thus intended for disclosure.

Please note that personal data processed in connection with participation in our Online Meetings is generally not disclosed to third parties unless expressly intended for disclosure.

Other recipients: The ZOOM provider necessarily becomes aware of the above-mentioned data as far as this is provided for within the scope of our data processing agreement with ZOOM.

Data Processing Outside the European Union

ZOOM is a service provided by a US-based provider. Therefore, the processing of personal data also takes place in a third country.

For details on data processing, refer to Zoom's Privacy Policy:

<https://zoom.us/de-de/privacy.html>

The data transfer to the USA is based on the EU Commission's Standard Contractual Clauses. Details can be found here: <https://zoom.us/de-de/privacy.html>

Conclusion of a Data Processing Agreement

We have concluded a data processing agreement with the Zoom provider and fully comply with the strict requirements of the German data protection authorities when using Zoom.

Data Protection Officer

We have appointed a data protection officer. You can contact them as follows:

Andreas Steuer, Phone: +49 (0) 561 93875-14, Email: a.steuer@netzwerk-m.de

Your Rights as a Data Subject

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

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

For information requests not made in writing, we ask for your understanding that we may require evidence from you to prove that you are the person you claim to be.

You also have the right to rectification, erasure, or restriction of processing to the extent provided by law. Finally, you have a right to object to processing within the scope of legal requirements.

You also have a right to data portability within the framework of data protection regulations.

Data Deletion

We generally delete personal data when there is no further need for storage. There may be a need for storage, especially if the data is still required to fulfill contractual services, to check and grant or defend warranty and, if necessary, guarantee claims. In the case of legal retention obligations, deletion is only considered after the respective retention period has expired.

Changes to this Privacy Policy

We revise this privacy policy in the event of changes in data processing or other occasions that make this necessary. You will always find the current version on this website.

As of: 27.11.2023