

Data protection notices for online meetings, telephone conferences, and webinars via "Microsoft Teams" at JUMO GmbH & Co. KG

The following is to inform you about the processing of personal data in connection with the use of "**Microsoft Teams**".

Processing purpose

We use the "Microsoft Teams" tool to conduct conference calls, online meetings, video conferences, and/or webinars (hereinafter: "online meetings"). "Microsoft Teams" is a service of the Microsoft Corporation. For more information about Microsoft Corporation's privacy practices, see <https://privacy.microsoft.com/de-de/privacystatement> and <https://www.microsoft.com/de-de/trust-center>.

Responsible party

The **responsible party** for data processing directly related to the implementation of "online meetings" is JUMO GmbH & Co. KG.

Note: insofar as you access the "Microsoft Teams" website, the "Microsoft Teams" provider is responsible for data processing. However, website access is only required 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" through your browser. The service will then also be provided via the "Microsoft Teams" website.

What data is processed?

When using "Microsoft Teams", different data types are processed. The scope of the data also depends on the information you provide before or during participation in an "online meeting".

The following personal data is subject to processing:

User details such as: display name, e-mail address (if applicable), profile picture (optional), preferred language

Meeting metadata such as: 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". In this respect, the text entries you make are processed to display them in the "online meeting". To enable the display of video and the playback of

audio, the data from the microphone of your terminal device as well as from any video camera of the terminal device are processed accordingly during the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time via the "Microsoft Teams" applications.

Processing scope

We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will communicate this to you clearly in advance and – if necessary – ask for your consent.

Chat content is logged when using Microsoft Teams. We store the chat content for a period of one month. We will log chat content when necessary for the purposes of logging the results of an online meeting. However, this will usually not be the case.

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

Legal basis of data processing

Insofar as personal data is processed by employees of JUMO GmbH & Co. KG are processed, § 26 BDSG is the legal basis for 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 nevertheless an elementary component for the use of "Microsoft Teams", then Art. 6 para. 1 lit. f GDPR is the legal basis for the data processing. Our interest in these cases is in the effective implementation of "online meetings".

Otherwise, the legal basis for data processing when implementing "online meetings" is Art. 6 para. 1 lit. b GDPR, insofar as the meetings are implemented in the context of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f GDPR. This is another area in which we are interested in effectively implementing "online meetings".

Recipient / passing on of data

Personal data processed in connection with participation in "online meetings" will not be disclosed to third parties as a rule, unless they are specifically intended to be disclosed. Please note that content from "online meetings," as well as in-person meeting content, is often intended precisely to communicate information with customers, prospects, or third parties and is therefore intended to be shared.

Other recipients: the "Microsoft Teams" provider inevitably obtains knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing agreement with "Microsoft Teams".

Data processing outside the European Union

Data processing outside the European Union (EU) does not take place as a rule, as we have restricted our storage location to data centers in the European Union. However, we cannot exclude that the routing of data takes place via Internet servers that are located outside the EU. This may be the case in particular if participants of "online meeting" are located in a third country.

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

Data protection supervisor

We have appointed a data protection supervisor.

You can reach him/her as follows:

JUMO GmbH & Co. KG
Moritz-Juchheim-Straße 1
36039 Fulda, Germany
Phone: 0661-6003-0
Email: datenschutz@jumo.net

Your rights as an affected person

You have the right to obtain information about the personal data that concerns 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 proof from you that you are the person you claim to be.

Furthermore, you have a right to **correction** or **deletion** or to **restriction** of processing, insofar as you are entitled to this by law.

Lastly, you have a **right to object** to processing within the scope of the law.

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

Data deletion

As a rule, we delete personal data when no need for further storage remains. A requirement may exist especially if the data is still needed to fulfill contractual services, to check and grant or reject warranty and, if applicable, guarantee claims. In case of legal retention obligations, deletion is only applicable after the expiry of the respective retention obligation.

The right to complain to a supervisory authority

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

Modification of these data protection notices

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

Status: May 03, 2021