

Information on the Processing of Personal Data of Participant in Online Meetings using Microsoft Teams (As at: March 2023)

As a participant in one of our online meetings using Microsoft Teams ("MS Teams Online Meeting"), we would like to provide you with the following information regarding the protection of your personal data.

Please note that the following information only refers to the processing of your personal data by us in the context of your participation in our *MS Teams Online Meetings*. To the extent that you access the Microsoft Teams website, the Microsoft Teams provider is responsible for data processing. Information about the processing of your personal data by Microsoft can be found in the statement by Microsoft under <https://privacy.microsoft.com/de-de/privacystatement>.

1. Name and Contact Data of the Responsible Body

This information on data protection applies to the processing effected by BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB domiciled in Cologne:

Theodor-Heuss-Ring 13-15

50668 Cologne

e-mail: koeln@bld.de

Phone: +49 221 944027 - 0

Fax: +49 221 944027 - 7

Naturally, they apply regardless of the office location at which we process your data.

Data Protection Officer:

Dr. Sven-Markus Thiel

Rechtsanwalt/Counsel

You can contact our data protection officer under the above-indicated address or by e-mail to datenschutz@bld.de.

2. Processed Data and Purposes of Processing

Before an *MS Teams Online Meeting* takes place, we collect the following data:

- title (optional);
- form of address, first name, surname;
- company, department, position;
- a valid e-mail-address;
- telephone number.

The collection of these data is effected

- to properly prepare, conduct and follow up on the *MS Teams Online Meeting*, in particular;
- to be able to invite you to our *MS Teams Online Meeting*;
- to enable you to log onto the *MS Teams Online Meeting*;
- to send you the access link and, if required, an access code for the *MS Teams Online Meeting*;
- for further correspondence/communication with you in relation to the *MS Teams Online Meeting*.

At the start and during the *MS Teams Online Meeting* the following data is collected – participation in the meeting as a guest without your own user account is possible:

- title (optional);
- first name (optional), surname;
- display name (can be identical);
- meta data from the meeting (e.g. meeting ID, title, date, time, duration of communication, number of participants);
- connection data (e.g. telephone number, e-mail address, start and end time);
- equipment/hardware data;
- IP addresses;
- text, audio and video data (depending on type and extent of use).

The collection of these data is effected

- to properly conduct the *MS Teams Online Meeting*, in particular
- to enable you to log onto the *MS Teams Online Meeting* using the access link and, if required, the access code;
- to enable you to participate in the *MS Teams Online Meeting*;

- to enable you to communicate with the organiser and, if applicable, further participants of the *MS Teams Online Meeting* (depending on the extent of use: acoustically, visually, by using the chat function);
- to be technically able to conduct the *MS Team Online Meeting*;
- to recognise and solve technical problems.

The data processing takes place

- in order to comply with an agreement concluded with you and is insofar necessary pursuant to Art. 6 para. 1 sentence 1 lit. b General Data Protection Regulation ("GDPR") as well as if an employment relationship exists) pursuant to Art. 88 para. 1 *GDPR* in conjunction with s. 26 Federal Data Protection Act (BDSG) in order to implement this agreement (comprising its initiation and handling) as well as in order to perform the resulting mutual obligations;
- for the purposes of our legitimate interests and is necessary pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*; as regards our legitimate interest in the data processing in the context of the *MS Teams Online Meeting*, no prevailing interests, fundamental rights and freedoms of you as data subject conflict therewith, as the data processing is indispensable for maintaining location-independent communication and/or performing services owed;
- on the basis of your consent pursuant to Art. 6 para. 1 sentence 1 lit. a *GDPR*, insofar as you voluntarily provide non-required information during the participation in the *MS Teams Online Meeting*, use non-required functions and/or have consented to the recording and/or storage of data.

The *MS Teams Online Meeting* will not be recorded.

3. Duration of Processing

Your personal data collected by us before and during the *MS Teams Online Meeting* will be erased after the *MS Teams Online Meeting* has ended, unless we need them for further communication with you with regard to the *MS Teams Online Meeting*, for example to issue a confirmation of participation. According to Microsoft, the data will be irrecoverably deleted from Microsoft's servers after 180 days at the latest. Further necessary processing on the basis of our employment relationship, our client or other business relationship or another agreement remains unaffected.

4. Disclosure of Data to Third Parties

A transmission of your personal data to third parties will only take place if you have given your consent pursuant to Art. 6 para. 1 sentence 1 lit. a *GDPR*. In exceptional cases a transfer of your personal data to third parties may become necessary due to our legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*, if and insofar as this is not opposed to your interests, fundamental rights and freedoms. However, it cannot be ruled out that, on the basis of U.S. law, U.S. investigative authorities may obtain data stored for the session and not yet deleted from the provider Microsoft.

Microsoft Ireland Operations, with registered office in Dublin, assists us in the processing of your data as processor within the meaning of s. 28 *GDPR*. This is done strictly in accordance with instructions using end-to-end encryption during transport and on the basis of a separately concluded processing contract. As a matter of principle, data processing does not take place outside of the European Union (EU), as we have limited our storage location to data centres in the European Union. However, we cannot guarantee that the routing of data does not take place via internet servers that are located outside the EU. This can especially be the case if participants of the *MS Teams Online Meeting* are located in a third country.

5. Your Rights as Data Subject

You have the right:

- pursuant to Art. 7 para 3 *GDPR*, to withdraw your consent which was once given to us at any time without giving reasons. The consequence of this is that in future we may not continue data processing that was based on this consent;
- pursuant to Art. 15 *GDPR*, to obtain access to your personal data processed by us and certain further information;
- pursuant to Art. 16 *GDPR*, to obtain without undue delay the rectification of inaccurate personal data or the completion of incomplete personal data stored by us;
- pursuant to Art. 17 *GDPR*, to demand the erasure of your personal data stored by us, unless the processing is necessary for performing a legal obligation (e.g. due to storage periods), for exercising the right of freedom of expression and information, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- pursuant to Art. 18 *GDPR*, to demand the restriction of processing of your personal data, as far as the accuracy of the personal data is contested by you, the processing is unlawful, but you oppose the erasure of the data and we no longer need the data, but they are required by

you for the establishment, exercise or defence of legal claims or you have objected to processing of your personal data pursuant to Art. 21 GDPR;

- pursuant to Art. 20 *GDPR*, to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format or to demand the transmission of those data to another controller;
- pursuant to Art. 77 *GDPR*, to lodge a complaint with a supervisory authority – as a rule you can contact the supervisory authority of your usual place of residence, place of work or of our law firm's registered office for this purpose.

6. Right to Object

In case your personal data are processed for the purpose of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*, you have the right to object to the processing of your personal data pursuant to Art. 21 *GDPR* if reasons for this are given that relate to your particular situation. If you wish to make use of your right to object, it suffices to send an e-mail to datenschutz@bld.de.