

**Information on the Processing of Personal Data
of Participants in Our meetBLD web conferences
(as at: February 2023)**

As a participant in one of our web conferences to be held via the meeting.bld.de website ("meetBLD web conference"), we would like to provide you with the following information on the protection of your personal data.

1. Name and Contact Data of the Responsible Body

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

Theodor-Heuss-Ring 13-15
50668 Cologne
email: koeln@bld.de
Phone: +49 221 944027 - 0
Fax: +49 221 944027 - 7

They apply, of course, irrespective of the office location at which your data is processed.

Data Protection Officer:
Dr Sven-Markus Thiel
Rechtsanwalt/Counsel

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

2. Processed Data and Purposes of Processing

2.1 Usage Data

In preparation of a meetBLD web conference, we collect the following data:

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

This data is collected

- for the proper preparation, implementation and follow-up of the meetBLD web conference, namely
 - to be able to invite you to the meetBLD web conference;
 - to enable you to register for the meetBLD web conference;
 - to be able to provide you with an access link and, if required, an access code for the meetBLD web conference;
 - to exchange further correspondence/communication with you with regard to the meetBLD web conference.

At the beginning and during the meetBLD web conference, the following data is collected:

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

This data is collected

- for the proper implementation of the meetBLD web conference, namely
 - to enable you to register for the meetBLD web conference using the access link and, if required, the access code;
 - to enable you to use the meetBLD web conference;
 - to enable you to communicate with the organiser of the meetBLD web conference and any other participants (depending on the scope of use: acoustically, visually, by using the chat function);
 - to be able to hold the meetBLD web conference technically;
 - to recognise and solve technical problems.

Data processing is carried out

- to fulfil an agreement concluded with you and is therefore necessary pursuant to Art. 6 para. 1 sentence 1 lit. b of the General Data Protection Regulation ("GDPR") and (if an employment relationship exists) pursuant to Art. 88 para. 1 GDPR in conjunction with s. 26 Federal Data Protection Act (BDSG) for the implementation of this agreement (including its initiation and execution) and for the fulfilment of the mutual obligations arising from it;
- - 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 scope of the meetBLD web conference, no prevailing interests, fundamental rights and freedoms of you as the data subject are opposed, as the data processing is indispensable for maintaining location-independent communication and/or performing services owed.
- on the basis of consent given by you pursuant to Art. 6 para. 1 sentence 1 lit. a GDPR, insofar as you voluntarily provide information that is not required during participation in the meetBLD web conference, use functions that are not required and/or have consented to the recording and/or storage of data.

2.2 Cookies

The website meeting.bld.de only uses cookies that are necessary for the smooth functioning of the website. Cookies are small text files which are stored on the visitor's data carrier and which exchange certain settings and data with the website meeting.bld.de via the visitor's browser. A cookie usually contains a character string by which websites and servers can be matched to the precise web browser in which the cookie was stored ("Cookie-ID"). This allows the Internet browser to be recognised and identified. By using cookies, BLD can set up the website meeting.bld.de in a user-friendly way. This can, for example, prevent the visitor from having to enter certain information repeatedly.

BLD uses the cookies JSESSIONID, _greenlight-2-3_session, cookie_consented, greenlight_name and guest_id, which store data in order to support the flow of information and functionality of the website. This is not user-related data. The cookies are merely exchanged between the browser/computer of the visitor and the website. With the exception of the cookie guest_id, all cookies will be erased after the end of the session. The cookie guest_id will remain for 24 hours.

The intended purpose of using the technically required cookies is to enable the use of the website meeting.bld.de, as it is necessary, among other things, for the visitor's browser to be recognised for example after a change of websites. BLD does not use these cookies to identify the visitor and does not connect the temporarily stored information with personal visitor data. The purposes described

also constitute the legitimate interest in data processing. The data described in number 2.2 is processed on the basis of Art. 6 para. 1 lit. f GDPR.

3. Duration of Processing

Your personal data that we collect in preparation and during the meetBLDweb conference will be erased after the conference has ended, unless we need them for further communication with you with regard to the meetBLD web conference, for example in order to issue a confirmation of participation. This does not affect any processing required on the basis of our employment relationship, our client or other business relationship or any other agreement. The cookies used during the meetBLD web conference that are required exclusively to guarantee functionality will be erased after 24 hours at the latest (see. number 2.2 above).

4. Disclosure of Data to Third Parties

Your personal data will only be transferred to third parties 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 does not oppose your interests, fundamental rights and freedoms.

1blu-business GmbH, with place of business in Berlin, assists us in processing your data as a processor in terms of Art. 28 GDPR. This takes place within the Federal Republic of Germany strictly in accordance with instructions using end-to-end encryption and on the basis of a separately concluded processing contract.

5. Your Rights as a 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 is 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 result from your particular situation. If you would like to exercise your right of objection, simply send an email to <mailto:datenschutz@bld.de>.