

## Data privacy statement for online meetings, audio conferences, and webinars via “Zoom” hosted by Genshagen Foundation

This data privacy statement aims at informing you about the processing of personal data related to the use of “Zoom”.

### Purpose of the processing

We use the tool “Zoom” to hold audio conferences, online meetings, video conferences and/or webinars (hereinafter referred to as “online meetings”). “Zoom” is a service provided by Zoom Video Communications, Inc., 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113, USA.

Phone: +1 888 799 9666

E-mail: [info@zoom.us](mailto:info@zoom.us)

### Controller

Data processing immediately linked to the conduction of “online meetings” is **controlled** by

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**Note:** If you access the “Zoom” website, the provider of “Zoom” will be the controller. Accessing this website however is only necessary for downloading the software enabling the use of “Zoom”.

You can also use “Zoom” by entering the respective meeting ID and, if required, any other 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 accessible via a browser version which you will find on the “Zoom” website as well.

## **Which data will be processed?**

Different categories of data will be processed when using “Zoom”. The amount of data also depends on the data information you provide before or when participating in an “online meeting”.

The following personal data will undergo processing:

**User information:** First name, surname, phone number (optional), e-mail address, password (if you are not using Single Sign-On), profile picture (optional), department (optional).

**Meeting metadata:** Topic, description (optional), IP addresses of participants, device/hardware information.

**In case of recordings (optional):** MP4 file of all video, audio, and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat.

**If you are joining via telephone:** Information on the incoming and outgoing telephone number, country name, beginning and end time. In some cases, other communications data, like the IP address of the device, might be saved.

**Text, audio, and video data:** You might be given the option to use chat, question, or survey functions during “online meetings”. The text entered by you will be processed to be displayed in the “online meeting” and, in some cases, to be included in the minutes. To show your video and play your audio, the respective microphone and/or video data of your terminal will be processed accordingly during the meeting. You can turn off the camera or mute the microphone anytime via the “Zoom” applications.

To participate in an “online meeting” or to enter the “meeting room”, you will at least have to provide your name.

## **Scope of data processing**

We use “Zoom” to hold “online meetings”. If we intend to record “online meetings”, we will let you know in advance and in a transparent way and – if required – ask for your consent. The “Zoom” app will also notify you if the meeting is being recorded.

We will record chat contents if this is necessary to document the results of an online meeting. However, this will usually not be the case.

If we hold webinars, we can also process questions asked by webinar participants to record and follow-up on the webinars.

If you are registered as a “Zoom” user, “online meeting” reports (meeting metadata, data on telephone dial-up, questions and answers in webinars, survey function in webinars) can be saved by “Zoom” for up to one month.

We do not use automated decision-making within the meaning of Art. 22 GDPR.

### **Legal basis for processing data**

If personal data of employees of Genshagen Foundation is processed, Section 26 of the Federal Data Protection Act BDSG (new) (data processing for employment-related purposes) serves as the legal basis for the data processing. If personal data related to the use of “Zoom” is not needed for the establishment, execution, or termination of an employment relationship, but is nevertheless an integral element related to the use of “Zoom”, Art. 6 (1) (f) GDPR (legitimate interests pursued by the controller) serves as the legal basis for the data processing. In these cases, our interest is to effectively conduct “online meetings”.

In all remaining cases, the legal basis for data processing related to the conduction of “online meetings” is Art. 6 (1) (b) GDPR (processing necessary for the performance of a contract), provided that the meetings are held in the context of contractual relations.

If there is no contractual relation, Art. 6 (1) (f) GDPR serves as the legal basis for the data processing. In these cases, too, our interest is to effectively conduct “online meetings”.

For some specific events, we record video conferences. We will always explicitly inform you about this. The recording will only happen with your consent according to Art. 6 (1) (a) GDPR. Please deactivate your camera and microphone if you do not give your consent.

### **Recipients / distribution of data**

Personal data which is processed in relation to the participation in “online meetings” is never passed on to third parties unless it is specifically intended for this purpose. Please note that just like in personal meetings, contents discussed in “online meetings” often serve the purpose of communicating with participants, customers, interested or third parties, and are therefore intended for distribution.

Other recipients: The provider of “Zoom” will be informed about the above-mentioned data in so far as provided for in our processing agreement concluded with “Zoom”.

### **Data processing outside the European Union**

“Zoom” is a service provided by a US-based company. This means personal data will also be processed in a third country, the USA. We have signed a processing agreement with the company providing “Zoom” that meets the requirements of Art. 28 GDPR and that contains the EU Standard Contractual Clauses.

Note: Since the Privacy Shield has been declared invalid, we are currently unable to guarantee an appropriate level of data protection in third countries. However, we have signed what is known as EU Standard Contractual Clauses with the provider.

### **Data protection officer**

We have designated a data protection officer:

Ronald Baranowski  
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Fax: +49 6101 982 94 24

E-mail: [rb@six-datenschutz.de](mailto:rb@six-datenschutz.de)

### **Your rights**

You have the right to obtain **access** to personal data concerning you. You can get in touch with us anytime in order to obtain this access.

If access requests are not made in written form, we might ask you for a proof of identity showing you are the person you claim to be. We apologize for the inconvenience.

Furthermore, you also have the right to **rectification** or **erasure**, or to a **restriction** of processing in accordance with the relevant provisions and provided that there are no legal requirements regarding storage periods preventing an erasure.

You also have the **right to object** to processing of personal data under the conditions specified in the law, and the **right to data portability** under the conditions specified in data protection regulations.

### **Erasure of data**

We generally delete personal data when continued storage is not required. A need for continued storage can arise especially when data is still needed to fulfil contractual services, to assess, accept or reject warranty or guarantee claims. If there is a legal obligation to preserve records, erasure can only be considered once the respective obligation has expired.

### **Right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint regarding our processing of your personal data with a **supervisory authority** for data protection.

### **Changes to this data privacy statement**

We will amend this data privacy statement in the case of changes regarding the processing of data or other circumstances requiring amendments. You will always find the latest version on our website.

As of: 01/10/2020