

Privacy Policy according to Art. 13 GDPR for the use of “Teams Meetings“

In this privacy policy, we explain our use of the Microsoft „Teams Meetings“ video communication software from Microsoft Corporation. This ensures the confidentiality of the communication content.

Responsible:

The Volkswagen Foundation, Kastanienallee 35, 30519 Hannover, Germany, Phone: +49 511 8381-0, Fax: +49 511 8381-344, info@volkswagenstiftung.de is responsible for processing your personal data in connection with the use of „Forms“.

Description of data processing, purpose and types of data

To conduct video conferences (hereinafter: "online meetings"), we use the "Teams Meetings" tool.

Depending on the type and extent of use of "Teams Meetings", various types of data are collected or processed. This includes in particular

- personal data (e.g. first and last name, e-mail address)
- meeting metadata (e.g. date, time and duration of communication, name of the meeting, participant IP address)
- device/hardware data (MAC addresses, client version)
- text, audio and video data
- connection data (e.g. phone numbers, country names, start and end times, IP addresses)

In the following, we would like to inform you in more detail about the scope of data processing.

Required data and functions

If you participate in an online meeting as an external participant, you will receive an access link from the host by e-mail. When you register for the online meeting, you can then enter your name and, if applicable, your e-mail address.

In addition, the tool collects user data that is required for the provision of the service. This includes in particular technical data about your devices, your network and your Internet

connection, such as IP address, MAC address, other device IDs, device type, operating system type and version, client version, camera type, microphone or speaker, type of connection.

Voluntary information and functions

You can provide additional information about yourself, but you do not have to. You are also free to use the chat function during the online meeting. You can also turn your camera and microphone on, off or mute them yourself. As a matter of principle, there is no recording. If we do want to record individual meetings, we will only do so if the consent of all invited participants has been obtained in advance. If the consent of at least one person is not given, recording will not take place.

If you use the chat function, the text entries you make are processed in order to display them in the "online meeting". A log of the chat is kept for a period of one year and can only be viewed by the participants of the respective chat.

Legal basis for data processing

If you participate in an online meeting as an external participant, your data will be processed on the basis of Art. 6 (1) sentence 1 lit. b GDPR, provided that your participation in the online meeting is necessary for the performance of a contract concluded with us. The same applies if the performance of the online meeting is necessary for the performance of pre-contractual measures that are carried out at your request.

If data processing in connection with the use of "Teams Meetings" is not necessary for the fulfillment of a contract concluded with us or for the implementation of pre-contractual measures, it is carried out on the basis of Art. 6 (1) sentence 1 lit. f GDPR. Our legitimate interest here is the maintenance of location-independent communication, the maintenance of business contacts and the provision of services owed.

If you also voluntarily provide personal information when using the tool or voluntarily use functions that are not mandatory, the associated data processing is based on your revocable consent pursuant to Art. 6 (1) sentence 1 lit. a GDPR. You can revoke your consent at any time with effect for the future. Please note that processing that took place before the revocation is not affected by this.

Sharing your data

We do not transfer your data to unauthorized third parties.

When processing your data, Microsoft Corporation supports us as an external service provider and processor within the meaning of Art. 28 GDPR. As a processor, Microsoft Corporation processes your data strictly in accordance with instructions and on the basis of a separately concluded order processing agreement.

Deletion of your data

Your data is only stored in the system for the duration of the respective meeting. If we record meetings with your consent, the recordings are regularly deleted after 90 days.

Your right as a data subject

In accordance with Art. 15 GDPR, you have the right to obtain information from the controller about the personal data concerning you, as well as the right to have inaccurate data corrected in accordance with Art. 16 GDPR or to have it deleted if one of the reasons listed in Art. 17 GDPR applies, e.g. if the data is no longer needed for the purposes pursued. You also have the right to restriction of processing if one of the conditions set out in Art. 18 GDPR applies and, in cases covered by Art. 20 GDPR, the right to data portability. **In cases where we process your personal data on the legal basis of Art. 6 (1) sentence 1 lit. f GDPR, you also have the right to object at any time for reasons arising from your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate reasons for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.**

You also have the right to lodge a complaint with a supervisory authority if you believe that the processing of data relation to you violates data protection law. The right to lodge a complaint may in particular be asserted before a supervisory authority in the member state of the data subject's residence or the place of the alleged infringement.

Contact details of the data protection officer:

We are supported by our data protection officer in fulfilling our obligations under data protection law. The contact details of our data protection officer are:

datenschutz nord GmbH, Konsul-Smidt-Straße 88, 28217 Bremen, Germany

e-mail: office@datenschutz-nord.de, Phone: +49 421 69 66 32-0