

Data protection information for online meetings, teleconferences and webinars via Microsoft Teams



We hereby inform you about the processing of your personal data in connection with the use of Microsoft Teams. Microsoft Teams is a proprietary application of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Teams can be used as follows:

- as a client application via sign-in with your Microsoft 365 account
- via the mobile app with your tablet, smartphone, etc.
- as a web application via your web browser.

Who is the controller for data processing and who is the data protection officer?

The **controller** for data processing is the BAUER Group company which is directly involved in the conduct of online meetings and is part of the parent company shown below.

BAUER Aktiengesellschaft
BAUER Straße 1, 86529 Schrobenhausen, Germany
Phone +49 8252 97-0, Fax +49 8252 97-1359
Email: info@bauer.de

You can reach our **data protection officer** at
BAUER data protection officer
BAUER Straße 1, 86529 Schrobenhausen, Germany
Phone +49 8252 97-0, Fax +49 8252 97-1329
bag-datenschutz@bauer.de

Note: If you access the Microsoft Teams website, the provider of Microsoft Teams is responsible for data processing. However, accessing the website 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 via your browser. The service is then also provided via the Microsoft Teams website. In these cases, please contact Microsoft directly at <https://www.microsoft.com/de-DE/concern/privacy>.

Which of your personal data are processed?

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

The following personal data are subject to processing:

- User details:
e.g. display name, email address where applicable, profile picture (optional), preferred language
- Meeting metadata:
e.g. date, time, meeting ID, phone numbers, location
- Text, audio and video data:
You may have the option of using the chat function in an online meeting. In this respect, any text entries made by you will be processed in order to display them in the online meeting. In order to enable video display and audio reproduction, data from the microphone of your end device as well as from any video camera of the end device will be processed 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.

For which purposes and on which legal basis is data processing carried out?

We use Microsoft Teams to conduct online meetings. If we want to record online meetings, we will clearly inform you in advance and – if necessary – ask for your consent. If required for the purposes of recording the results of an online meeting, we will record the chat content. However, this will generally not be the case.

Insofar as personal data of employees of BAUER Group companies are processed, Section 26 BDSG (German Federal Data Protection Act) provides the legal basis for data processing.

Insofar as the meetings are conducted within the framework of contractual relationships, the legal basis for data processing when conducting online meetings is Art. 6 (1)(b) GDPR.

If personal data are not processed in connection with the use of Microsoft Teams in the context of an employment relationship or a contractual relationship, but are nevertheless an elementary component of the use of Microsoft Teams, Art. 6 (1)(f) GDPR provides the legal basis for data processing. Our overriding legitimate interest in these cases is the effective conduct of online meetings.

Who will receive your data?

Personal data processed in connection with participation in online meetings will not be passed on to third parties (outside the online meeting) unless they are intended for disclosure. Please note that contents from online meetings, in the same way as contents from face-to-face meetings, are often used for the precise purpose of communicating information to customers, interested parties or third parties and are therefore intended for sharing.

The provider of Microsoft Teams necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our data processing agreement with Microsoft Teams.

Will your data be transferred to countries outside the European Union (so-called third countries)?

As a matter of principle, data is not processed outside the European Union (EU), as we have limited our storage location to data centres in the European Union. However, we cannot rule out the possibility that data is routed via internet servers located outside the EU. In particular, this may be the case if participants in an online meeting are located in a third country.

However, the data are encrypted during transport over the internet and thus protected against unauthorised access by third parties.

How long will your data be stored?

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Due to the variety of data and possible uses, different retention periods and routines apply. In principle, the following applies: We only store your data for as long as necessary to fulfil the purpose for which they were collected (e.g. Microsoft customer account) or if this is provided for by law.

Data that Microsoft collects from you for technical reasons will only be stored temporarily and deleted again afterwards.

Is there an obligation to provide data?

In the context of an online meeting, you only have to provide the personal data necessary for the establishment, implementation and termination of an online meeting. Without these data, we may not be able to hold an online meeting.

To what extent are automated decisions on a case-by-case basis or profiling measures used?

We do not use purely automated processing operations to make decisions.

Which rights can you assert as a data subject?

You have the right to access information (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), the right to erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR), the right to object against processing (Art. 21 GDPR) and the right to data portability (Art. 20 GDPR). For the right to access information and the right to erasure, the restrictions of Section 34 and 35 BDSG (German Federal Data Protection Act) apply. In order to assert your rights, please contact the data protection officer designated above.

Insofar as the processing of personal data is based on your consent, you have the right to withdraw consent at any time; this does not affect the legality of processing carried out based on consent up to the moment of withdrawal.

You also have the option to direct your complaint to the data protection officer mentioned above or a data protection supervisory authority

Information regarding your right to object pursuant to Art. 21 GDPR

a. Right to object depending on the individual case

You have the right to object at any time, on grounds relating to your particular situation, to processing of your personal data which is based on Art. 6 (1)(e) or (f) GDPR. If you object, we will not continue to process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or if processing is necessary for the assertion, exercise or defence of legal claims.

b. Right to object against data processing for marketing purposes

If personal data is processed in order to conduct direct marketing, you can object to the processing of your personal data for the purposes of such advertising at any time. If you object to processing for direct marketing purposes, we will no longer process your personal data for such purposes.

In each case, objections can be directed informally to the data protection officer designated above.