

## **Data Privacy Notice for Online Meetings, Conference Calls, and Interviews via "MS Teams" by essentiq GmbH**

We would like to inform you about the processing of personal data in connection with the use of "MS Teams."

### **Purpose of Processing**

We use the "MS Teams" tool to conduct conference calls, online meetings, video conferences, and/or interviews (hereinafter referred to as "Online Meetings"). "MS Teams" is a service provided by MS Teams Video Communications, Inc., which is based in the USA.

### **Data Controller**

The data controller responsible for the processing of personal data directly related to the conducting of "Online Meetings" is essentiq GmbH, located in Mannheim and Bielefeld.

*Note: If you visit the "MS Teams" website, the provider of "MS Teams" is responsible for data processing. Accessing the website is required only to download the software for using "MS Teams." You may also use "MS Teams" by entering the relevant meeting ID and any additional access details directly into the "MS Teams" app. If you do not wish or are unable to use the "MS Teams" app, the basic features are also available via a browser version, which can also be found on the "MS Teams" website.*

### **What Data Is Processed?**

When using "MS Teams", various types of data are processed. The extent of the data depends on the information you provide before or during your participation in an "Online Meeting."

The following personal data is subject to processing:

User Information: First name, surname, phone number (optional), email address, password (if "Single Sign-On" is not used), profile picture (optional), department (optional).

Meeting Metadata: Subject, description (optional), participant IP addresses, device/hardware information.

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 dialling in by phone: Incoming and outgoing phone numbers, country name, start and end time.

Additional connection data, such as the IP address of the device, may also be stored.

Text, Audio, and Video Data: You may use the chat, questions, or survey functions during an "Online Meeting." The text entries you make will be processed to display them in the "Online Meeting" and possibly log them. To enable video display and audio playback, the data from the microphone and, if available, the camera of your device will be processed during the meeting. You can disable or mute the camera or microphone at any time via the "MS Teams" app.

To participate in an "Online Meeting" or enter the "Meeting Room," you must at least provide your name.

### **Scope of Processing**

We use "MS Teams" to conduct "Online Meetings." If we wish to record "Online Meetings," we will inform you in advance and, if necessary, request your consent. The fact of the recording will also be displayed to you in the "MS Teams" app.

If necessary for recording the results of an online meeting, we may log chat content, although this will generally not be the case.

In the case of webinars, we may also process questions posed by participants for the purpose of recording and follow-up.

If you are registered as a user with "MS Teams," reports about "Online Meetings" (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) may be stored by "MS Teams" for up to 12 months.

No automated decision-making pursuant to Art. 22 GDPR is employed.

### **Legal Basis for Data Processing**

Where personal data of employees of essentiq GmbH is processed, Art. 6 para. 1 lit. b) GDPR is the legal basis for data processing. Should personal data not be required for the establishment, performance, or termination of the employment relationship but still be essential for the use of "MS Teams," Art. 6 para. 1 lit. f) GDPR applies as the legal basis for processing. Our interest in such cases is the effective conduct of "Online Meetings."

In all other cases, the legal basis for data processing during the conduct of "Online Meetings" is Art. 6 para. 1 lit. b) GDPR, where the meetings are conducted as part of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here too, our interest is the effective conduct of "Online Meetings."

### **Recipients / Data Sharing**

Personal data processed in connection with participation in "Online Meetings" will generally not be shared with third parties unless intended for such sharing. Please note that content from "Online Meetings," as with in-person meetings, often serves to communicate information with clients, prospects, or third parties and is therefore intended for sharing.

Other recipients: The provider of "MS Teams" will necessarily have access to the aforementioned data, as far as this is stipulated in our data processing agreement with "MS Teams."

### **Data Processing Outside the European Union**

"MS Teams" is a service provided by a provider based in the USA. Consequently, personal data will also be processed in a third country. We have entered into a data processing agreement with the provider of "MS Teams" in compliance with Art. 28 GDPR.

An adequate level of data protection is ensured through the conclusion of the so-called EU standard contractual clauses. Furthermore, the provider of MS Teams is certified under the EU-U.S. Data Privacy Framework (DPF).

### **Data Protection Officer**

We have appointed a Data Protection Officer.

### **You can contact them as follows:**

essentiq GmbH, Data Protection Officer, Am Oberen Luisenpark 15, 68165 Mannheim, Email: [datenschutz@essentiq.de](mailto:datenschutz@essentiq.de)

### **Your Rights as a Data Subject**

You have the right to access the personal data concerning you. You may request access to this data at any time.

If the request is not made in writing, we kindly ask for your understanding that we may require proof to confirm your identity.

You also have the right to rectification or deletion, or to restriction of processing, where applicable under the law.

Finally, you have the right to object to processing within the scope of legal requirements.

A right to data portability also exists within the framework of data protection law.

### **Deletion of Data**

We delete personal data when there is no longer a need for its storage. A need may arise, for example, when the data is still required to fulfil contractual obligations, verify and assert warranty

and, if applicable, guarantee claims, or defend against such claims. In cases of statutory retention obligations, deletion will occur only after the respective retention period has expired.

**Right to Lodge a Complaint with a Supervisory Authority**

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

**Amendment of this Privacy Notice**

We will revise this data privacy notice in the event of changes in data processing or other occasions requiring such amendments. The most current version will always be available on this website.

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