

Privacy statement for online meetings and conferences via Microsoft Teams

Below, we provide information about the processing of personal data in connection with the use of Microsoft Teams and Office 365 services.

Purpose of the processing: We use Microsoft Teams and other Office 365 cloud services to conduct conference calls, online meetings, video conferences and/or webinars and online training (hereinafter referred to as "Online Meeting(s)"). Microsoft Teams and Office 365 are services provided by Microsoft Corp, which is based in the USA. You can inspect the Microsoft Office 365 privacy statement at: <https://news.microsoft.com/de-de/datenschutz-und-sicherheit-in-microsoft-teams-nutzer/>

Responsible party: Managing Director Alexander Reinhardt, BDLI e.V. Friedrichstrasse 60, 10117 Berlin, Germany. email: datenschutz@bdli.de

What data is processed? When using Teams or Office 365, different types of data are processed. The scope of data processed depends on the information you provide for an Online Meeting.

User: First name, last name, phone (optional), e-mail address, password (if Single Sign-On is not used), profile picture (optional), department (optional)

Online metadata: Topic, description (optional), participant IP addresses, device/hardware information. For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chat.

Dial in via phone: Specification of incoming and outgoing telephone number, country name, start and end time. If necessary, further connection data, such as the IP address of the device, may be stored.

Text, audio and video data: When using the chat, question or survey functions or other functions for uploading and downloading files such as images, audio, video or office data, the data provided by you will be processed in order to display them in the context of the Online Meeting and to make them accessible to other participants during or after the meeting, and to record them, if necessary. During the Online Meeting, the data captured by the microphone or video camera of your device is being processed. You can switch off or mute the camera or microphone yourself at any time via the Teams applications.

Other Office 365 cloud services: The data stored by the user himself or herself when using these services is only stored for the purpose of further processing or distribution as determined by the user.

Scope of processing: We use Microsoft Teams to conduct Online Meetings and Office 365 to provide additional Microsoft cloud services. We will provide transparent information in advance if recordings are made and, if necessary, ask for approval. Recordings are indicated in Microsoft Teams. In these cases, our legitimate interest lies in the effective performance of Online Meetings and the communication between the meeting participants.

Recipient/disclosure of data: Personal data, processed in connection with participation in Online Meetings and when using Teams and Office 365 services provided by the BDLI e.V., are generally not disclosed to third parties unless they are intended for disclosure.

Other recipients: The provider of Teams necessarily obtains knowledge of the above-mentioned data, as far as this is intended by Microsoft. Data processing outside the European Union: Microsoft Teams and Office 365 are services provided by providers from the USA. Processing of personal data therefore also takes place in a third country. A suitable level of data protection is guaranteed by the conclusion of the EU standard contractual clauses.

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Data protection officer: Claudia Schmidt-Nitz, Friedrichstrasse 60, 10117 Berlin, Germany.
email: datenschutz@bdli.de

Rights of the data subject You shall have the right to obtain information on personal data concerning you. You can contact us at any time to obtain information. In the case of a request for information that is not made in writing, we ask for your understanding that we may require you to provide evidence that proves you are the person you claim to be.

Furthermore, you have the right to rectification, erasure or restriction of processing, as far as you are legally entitled. Furthermore, you have the right to object to processing within the scope of the statutory provisions.

Erasure of data: We erase personal data as a matter of principle if there is no need for further storage. A necessity for storage exists if the data is required to fulfill contractual obligations or to verify warranty or guarantee claims. In the case of statutory retention obligations, erasure shall only be considered after the expiry of the respective retention obligation.

Right to lodge a complaint with a supervisory authority: You shall have the right to lodge a complaint about the processing of personal data concerning you by us with the competent data protection supervisory authority.

Further information on data protection at the BDLI can be found on our [Homepage](#).

As of: 2023, June