



## Privacy policy for online meetings, conference calls and webinars via "Microsoft Teams" of Euroboden GmbH

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

### 1. Purpose of processing

We use the "Microsoft Teams" tool to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter referred to as "Online Meetings"). "Microsoft Teams" is a service of Microsoft Corporation.

### 2. Responsibility

The person responsible for data processing directly related to the execution of "online meetings" is Euroboden GmbH.

Note: If you access the website of "Microsoft Teams", the provider of "Microsoft Teams" is responsible for the data processing. However, calling up the website is only necessary for the use of "Microsoft Teams" in order 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. In this case, the service is then also provided via the "Microsoft Teams" website.

### 3. Which data is processed?

Various types of data are processed when using "Microsoft Teams". The scope of the data also depends on the information you provide before or during participation in an "online meeting". The following personal data is processed:

- User information: e.g. display name, e-mail address (if applicable), profile picture (optional), preferred language
- Meeting metadata: e.g. date, time, meeting ID, phone numbers, location
- Text, audio and video data: You may be able to use the chat function in an "online meeting". To this extent, the text entries you make will be processed in order to display them in the "online meeting". In order to enable the display of video and the playback of audio, the data from the microphone of your terminal device and from any video camera of the terminal device will be processed for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time using the "Microsoft Teams" application.

### 4. Scope of Processing

We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will inform you transparently in advance and - if necessary - ask for your consent. If necessary, for the purposes of recording the results of an online meeting, we will log the chat content. However, this will usually not be the case. Automated decision-making within the meaning of Art. 22 GDPR is not used.

### 5. Legal basis of data processing

As far as personal data of employees of Euroboden GmbH are processed, § 26 BDSG is the legal basis of the data processing. If, in connection with the use of "Microsoft Teams", personal data is not required for the establishment, execution or termination of the employment relationship, but is nevertheless an elementary component of the use



of "Microsoft Teams", Art. 6 para. 1 lit. f) GDPR is the legal basis for the data processing. In these cases, we are interested in the effective conduct of "online meetings".

In addition, the legal basis for data processing in the conduct of "online meetings" is Art. 6 para. 1 lit. b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here too, we are interested in the effective implementation of "online meetings".

## 6. Recipient / passing on of data

Personal data processed in connection with participation in "online meetings" are generally not passed on to third parties unless they are specifically intended to be passed on. Please note that content from "online meetings", as well as in personal meetings, often serves precisely to communicate information with customers, interested parties or third parties and is therefore intended for disclosure.

Other recipients: The provider of "Microsoft Teams" necessarily obtains knowledge of the above-mentioned data to the extent that this is provided for in our contract processing agreement with "Microsoft Teams".

## 7. Data processing outside the European Union

Data processing outside the European Union (EU) does not take place as a matter of principle, as we have limited our storage location to computer centers in the European Union. However, we cannot exclude the possibility that data is routed via Internet servers located outside the EU. This may be the case in particular if participants in "online meetings" are in a third country.

However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

## 8. Our data protection officer

We have appointed a data protection officer in our company. You can reach Stephan Krischke at [datenschutz@euroboden.de](mailto:datenschutz@euroboden.de)

## 9. Your rights as a data subject

You have the right of access to personal data concerning you. You can contact us for information at any time. 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 that you are the person you claim to be. Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so. Finally, you have the right to object to the processing within the scope of the statutory provisions. You also have a right to data transferability within the framework of the data protection regulations.

## 10. Deletion of data

As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfil contractual services, to check and grant or ward off warranty and, if applicable, guarantee claims. In the case of statutory storage obligations, deletion shall only be considered after the expiry of the respective storage obligation.

## 11. Right of appeal to a supervisory authority

You have the right to complain about the processing of personal data by us to a data protection supervisory authority.



## 12. Amendment of this data protection notice

We revise this privacy policy in the event of changes in data processing or other reasons that make this necessary. The current version can always be found on this website.

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