

## **Data protection information for online meetings, conference calls and webinars via „Microsoft Teams“ of Freudenberg FST GmbH**

We would like to inform you in the below about the processing of personal data in relation to the use of "Microsoft Teams".

### **1. Purpose of data processing**

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

Controller acc. Art. 4 para. 7 EU- General Data Protection Regulation (GDPR) is

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Note: If you access the "Microsoft Teams" website, the provider of "Microsoft Teams" is responsible for data processing. Accessing the Internet site is only necessary for the use of "Microsoft Teams" 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 will also be provided via the "Microsoft Teams" website.

### **1. Processing of personal data:**

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

The following personal data are subject to processing:

**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 are 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 switch off or mute the camera or microphone yourself at any time using the "Microsoft Teams" applications.

### **Scope of data 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 it is necessary for the purpose of logging the results of an online meeting, we will log the chat content. However, this will usually not be the case.

An automated decision process in the sense of Art. 22 GDPR is not used.

### **Legal basis**

If personal data of employees of Freudenberg FST GmbH are processed, § 26 BDSG is the legal basis for data processing. If, in the context of the use of "Microsoft Teams", personal data are not required for the establishment, conduct or termination of the employment relationship, but are nevertheless an elementary component of the use of "Microsoft Teams", Art. 6 para. 1 letter f) GDPR is the legal basis for 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 case of "online meetings" is Art. 6 para. 1 lit. b) GDPR, insofar as the meetings are held 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".

### **Recipient / transfer of data**

Personal data that is processed in connection with participation in "online meetings" is generally not passed on to third parties, unless it is specifically intended to be passed on. Please note that content from "online meetings" as well as personal meetings often serves the purpose of communicating 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 data processing agreement with "Microsoft Teams".

### **Data processing outside the European Union**

Data processing outside the European Union (EU) is generally not carried out, as we have limited our data storage location to data 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 if participants in "online meetings" are in a third country.

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

## **2. Your rights as data subject**

You have the right to be informed about the personal data regarding 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.

## **3. 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 guarantee claims. In the case of legal storage obligations, deletion only comes into consideration after expiry of the respective storage obligation.

## **4. Right of complaint to a supervisory authority**

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

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