

## Privacy notices for online meetings, telephone conferences and webinars via "Teams" and "Zoom"

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

### Responsible for data processing

#### **The American Dream – US Visa Service GmbH**

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### Purpose of the processing

We use the "Teams" and "Zoom" tools to conduct telephone conferences, online meetings, video conferences and/or webinars.

### Notes on Microsoft office communication software (Microsoft 365, Microsoft Teams) and Zoom

We use Microsoft 365, Microsoft Teams and Zoom, to conduct our normal office communications and for conference calls, online meetings and/or video conferencing.

If we record online meetings, we will tell you before we start and ask for verbal consent where necessary. If you do not wish to be recorded, you can leave the online meeting.

If it is necessary for the purpose of recording the results of an online meeting, we will record the chat content.

We have concluded order processing contracts with the respective providers for this purpose.

#### Microsoft

Microsoft 365 and Microsoft Teams are a service of Microsoft Ireland Operations, Ltd.

Microsoft Teams is part of the Office 365 cloud application, for which a user account must be created. Microsoft also reserves the right to process customer data for its own business purposes. This poses a data protection risk for Microsoft Teams users. We have concluded data protection agreements and EU standard contracts with the provider Microsoft in order to guarantee a minimum level of data protection.

Please note that we have no control over Microsoft's data processing activities. To the extent that Microsoft Teams processes personal data in connection with Microsoft's legitimate business operations, Microsoft is the independent data controller for such use and, as such, is responsible for compliance with all applicable laws and data controller obligations.

Weitere Informationen zu Zweck und Umfang der Datenerhebung und ihrer Verarbeitung durch Microsoft Teams erhalten Sie in den Datenschutzerklärung von Microsoft unter

<https://privacy.microsoft.com/de-de/privacystatement>

and Microsoft Teams via

<https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>.

There you will also receive further information about your rights in this regard. Microsoft also processes your personal data in the USA. EU standard contracts have been concluded with Microsoft for Office 365 and Teams to guarantee an appropriate level of data protection. You can access the EU standard contractual clauses at <https://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:039:0005:0018:DE:PDF>.

## Zoom

Zoom is a service of Zoom Video Communications, Inc. which is based in the USA.

If you access the Zoom website, the Zoom provider is responsible for data processing. However, you only need to access the website to use Zoom in order to download the software for using Zoom.

You can also use Zoom if you enter the respective meeting ID and, if applicable, other access data for the meeting directly in the Zoom app.

If you do not want to or cannot use the Zoom app, the basic functions can also be used via a browser version, which you can also find on the Zoom website.

## Recipients / Disclosure of data

Personal data processed in connection with participation in "online meetings" will generally not be passed on to third parties unless it is intended to be passed on. Please note that the content of "online meetings", as well as personal meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

The provider necessarily obtains knowledge of the above-mentioned data insofar as this is provided for under our order processing agreement with Zoom.

Both Microsoft and Zoom are providers based in Ireland and the USA. Personal data is therefore also processed in third countries. We have concluded order processing agreements with the providers of Zoom and Microsoft that comply with the requirements of Article 28 of the GDPR.

An appropriate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses. As additional protective measures, we have also configured our system in such a way that only data centres in the EU, the EEA or secure third countries such as Canada or Japan are used to conduct "online meetings".

## Scope of the processing of personal data

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

The following personal data are subject to processing:

**User details:** display name, first name, last name, e-mail address, password, profile picture (optional), preferred language.

**Meeting metadata:** Topic, Description, Attendee ID, Meeting ID, Phone number, Location, Attendee IP address, 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.

**For dial-in with the telephone:** information on the incoming and outgoing call number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be stored.

**Text, audio and video data:** You may have the opportunity to use the chat, question or survey functions in an "online meeting". To this extent, the text entries you make are processed in order to display them in the "online meeting" and, if necessary, to record them. 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 are processed accordingly during the meeting. You can switch off or mute the camera or microphone yourself at any time via the Zoom applications.

To participate in an "online meeting", you must at least provide details of your name in order to enter the "meeting room".

To enable the display of video and the playback of audio, data from the microphone of your terminal device and from a video camera of the terminal device are processed during the meeting. You can turn off or mute the camera or microphone yourself at any time via the Microsoft Teams apps.

## Legal basis of the data processing

The legal basis for the processing of your personal data is Art. 6 para. 1 lit. f) DSGVO. Here, our interest is in the effective implementation of online meetings.

Personal data that you provide in the course of communication will be processed by us in accordance with the provisions of the EU Data Protection Regulation (DSGVO), the Federal Data Protection Act (BDSG), the Telecommunications Telemedia Data Protection Act (TTDSG), as well as in accordance with the requirements of the competent supervisory authorities.

## Your rights

You have the following rights with regard to the personal data concerning you:

- Right to information pursuant to Art. 15 DSGVO regarding your personal data processed by us.
- Right to rectification of inaccurate personal data in accordance with Art. 16 DSGVO
- Right to erasure of your personal data according to Art. 17 DSGVO
- Right to restriction of processing according to Art. 18 DSGVO
- Right to object to processing in accordance with Art. 21(1) DSGVO:
- Right to data portability according to Art. 20 DSGVO
- Right to complain to the competent data protection supervisory authority about the processing of your personal data by us

## Contact details of the data protection officer

**sdw consulting**

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