



# "Zoom" - Data Privacy Statement for Online-Meetings, Telephone-Conferences and Webinars via "Zoom"

(Document Rev. 4, 11.08.2020)

Generated on 12.08.2020 by Bettina Müller

## Table of Contents

Purpose of processing .....	3
Responsibility.....	3
What kind of data will be processed?.....	3
Scope of Processing.....	3
Legal bases of the data processing .....	4
Recipient / Circulation of data.....	4
Data processing outside of the European Union.....	4
Data Protection Officer .....	4
Your Data subject Rights.....	4
Deletion of Data .....	5
Right of Appeal to a Supervisory Authority.....	5
Changes to this Data Protection Statement.....	5

We would like to inform you below about the processing of personal data related to using “Zoom”.

## Purpose of processing

We use the tool “Zoom” to perform telephone conferences, online-meetings, video-conferences and / or webinars (following: “Online-Meetings”). “Zoom” is a service of the Zoom Video Communications, Inc., which is based in the US.

## Responsibility

Responsible for data processing, that is directly related to the performance of “Online-Meetings” is MB connect line GmbH.

**Note:** When opening the “Zoom” internet page, the “Zoom” provider is responsible for the data processing. However, the opening of the internet page is necessary for using “Zoom” to download the software to use “Zoom”.

You can also use “Zoom” by entering the meeting-ID and if necessary further access data for the meeting directly in the “Zoom”-app.

If you don’t want to or can’t use the “Zoom”-app, the basic functions can also be used via a browser-version, which you can also find on the “Zoom” website.

## What kind of data will be processed?

When using “Zoom”, various kinds of data will be processed. The range of data also depends on which data information you make previous to or during the participation in an “Online-Meeting”.

The following personal data are processed:

**Information about the user:** First name, last name, e-mail address, industry (optional), company name (organization), job title

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

**When recording (optional):** MP4-file of all video-, audio- and presentation recordings, M4A-file of all audio-recordings, text file of the online-meeting chats.

**When dialing-up via phone:** information about the incoming and outgoing number, country name, start and end time. If necessary, further connection data, such as e.g. the IP-address of the device might be saved.

**Text-, Audio- and Video data:** if necessary, you have the opportunity to use the chat-, question- and survey-feature in an “Online-Meeting”. Insofar the text entries you have made will be processed to be shown in the “Online-Meeting” and to protocol them if necessary. To allow the display of video and the playing of audio, the data of your end device’s microphone and of any video camera of the end device will be processed for the duration of the meeting. You can turn off the camera or mute the microphone at any time in the “Zoom” applications.

To participate in an “Online-Meeting” or to enter the “Meeting-Room”, you must at least provide information regarding your name.

## Scope of Processing

We are using “Zoom” to perform “Online-Meetings”. In case we want to record “Online-Meetings”, we will inform you about it transparently in advance and – if necessary – will ask for permission. Besides, the fact of recording will be displayed in the “Zoom”-app.

If it will be necessary for the purpose of logging of results of an Online-meeting, the chat content will be logged. However, this will usually not be the case.

In case of webinars, we might also use the questions of webinar participants for the purpose of documentation and post-processing of webinars.

When you are registered as a user on “Zoom”, reports about “Online-Meetings” (meeting-metadata, data about telephone dial-in, webinar questions and answers, survey function in webinars) can be saved up to a month on “Zoom”.

An automated decisioning in the sense of art. 22 GDPR is not used.

## Legal bases of the data processing

If personal data is processed by MB connect line GmbH employees, § 26 FDPA is the legal basis of the data processing. If personal data is not required for the justification, execution or termination in connection with using “Zoom”, but is elementary component for using “Zoom”, Art. 6 para. 1 lit. f) GDPR is legal basis for the data processing. In these cases, our interest is in the effective performance of “Online-Meetings”.

Apart from that, Art. 6 para. 1 lit. b) GDPR is the legal basis for the data processing during the performance of “Online-Meetings”, as far as the meetings are performed within the context of contractual relationship.

Should no contractual relationship exist, the legal basis is Art. 6 para. 1 lit. f) GDPR. Also, here our interest is in the effective performance of “Online-Meetings”.

## Recipient / Circulation of data

Personal data that is processed in relation to the participation in an “Online-Meeting”, will generally not be passed on to third parties unless they are intended to be passed on. Please note that “Online-Meetings” contents, as well as with personal meetings, often have the purpose to communicate information with customers, potential buyers or third parties and therefore are intended to be passed on.

Further recipients: if necessary, the “Zoom” provider receives notice about the data mentioned above as far as this is intended within the scope of our data processing agreement with “Zoom”.

## Data processing outside of the European Union

„Zoom” is a service, that is rendered by a provider from the US. Therefore, a processing of personal data also takes place in a third country. We have concluded a data processing agreement with the “Zoom” provider that meets the requirements of Art. 28 GDPR.

On the one hand, an appropriate data protection level is guaranteed by the “Privacy Shield” certification of the Zoom Video Communications, Inc. and on the other hand by the conclusion of the so-called EU-standard contract clauses.

## Data Protection Officer

We have appointed a data protection officer.

You can reach him as follows: a.s.k. Datenschutz e.K., Schulstrasse 16a, D-91245 Simmelsdorf, E-Mail: info@ask-datenschutz.de

## Your Data subject Rights

You have the right to **information** about your personal data. You can contact us for information any time.

If an information request is not made in writing, please understand that we might ask for verification that proves that you are the person who you say you are.

Further you have the right to **adjustment** or **deletion** or **limitation** of the processing as far as you are legally entitled to do so.

Finally, you have a right to **object** to the processing within the statutory regulations.

A right to **data portability** also exists within the scope of data protection regulations.

## Deletion of Data

We generally delete personal data when a further storage is not required. A requirement may exist in particular if the data is still required to being able to fulfill contractual services, to check warranty- and if necessary, guaranty-claims and to grant them or to fend them off. In the case of statutory retention requirements, deletion can only be considered after the respective retention period has expired.

## Right of Appeal to a Supervisory Authority

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

## Changes to this Data Protection Statement

We revise this data protection statement in the event of change in data processing or other occasions that make this necessary. The current version can always be found on our website.