

Privacy policy for the recording of Teams meetings

We would like to inform you that we will record the meeting in order to use it for internal or external purposes, in particular documentation. By participating, you agree that we may process your personal data, such as your name, your e-mail address, your image and your sound (insofar as you will contribute images or sound).

Responsible organization:

Hilscher Gesellschaft für Systeminformation mbH

Rheinstraße 15

65795 Hattersheim

Phone: +49 (0) 6190 9907-0

Fax: +49 (0) 6190 9907-50

E-mail: info@hilscher.com

The company data protection officer can be contacted at the above address or at privacy@hilscher.com.

1 General information

The following data protection information informs you about the processing of so-called personal data in connection with the recording of the meeting:

2 Data collection and processing

When you participate in a Teams meeting, we process the personal data you use to register for this event (registration data). Depending on the event, this may be your name, your e-mail address and, if applicable, the company for which you are attending.

Any content data is also recorded: Data that is typically generated when using the video conferencing system, in particular the content of image and sound transmissions, active participation in the chat function and the sharing of documents.

3 Disclosure

Your personal data will not be passed on to third parties for commercial purposes.

We will only pass on your personal data to the other participants of the meeting as well as to our cloud providers or other third parties who support us in organizing or conducting the meeting.

If you activate your camera and/or microphone, image and/or sound data will be transmitted to all other participants in the video conference event. The same applies to the data and content you share in the chat function and any documents you share

4 Legal basis

We process your personal data on the basis of your consent in accordance with Art. 6 para. 1 lit. a) of the General Data Protection Regulation (GDPR).

5 Duration of storage

We will only store your personal data for as long as is necessary for the purposes of recording or as required by law or contract.

Your data will be deleted as soon as it is no longer required to achieve the purpose for which it was collected.

6 Rights of users

Users have the following rights in relation to their data:

- the right of access, (Art. 15 GDPR)
- the right to rectification (Art. 16 GDPR) or erasure (Art. 17 GDPR)
- the right to restriction of processing (Art. 18 GDPR)
- the right to information (Art. 19 GDPR)
- the right to data portability (Art. 20 GDPR)
- the right to object to processing (Art. 21 GDPR)
- the right to withdraw the declaration of consent under data protection law
- the right to lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR

You can withdraw your consent at any time with effect for the future by sending us an email to privacy@hilscher.com. In this case, we will delete your personal data unless we are legally or contractually obliged to retain it or need it for the assertion or defense of legal claims.

Furthermore, users have the possibility to address inquiries and complaints to

- the Hilscher data protection officer using the contact options described above
- the supervisory authorities.

If you require assistance or have any other questions, please contact us by email at privacy@hilscher.com

Further information on our privacy policy can be found at:
<https://www.hilscher.com/de/legal/datenschutzerklaerung>