

# Data protection information for online meetings, telephone conferences and webinars via "Microsoft Teams"

## General information

Brief description	Information for Microsoft Teams conference participants about the processing of their data when using the "Microsoft Teams" tool to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter: "online meetings").
Destination	Fulfilment of the data protection requirements regarding information duties according to Art. 13, 14 GDPR
Notes	GDPR = General Data Protection Regulation  If you access the "Microsoft Teams" website, the "Microsoft Teams" provider is responsible for data processing. However, accessing 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. The service will then also be provided via the "Microsoft Teams" website.

## Data protection information pursuant to Art. 13, 14 GDPR

This data protection information informs you about the processing of your data in the data processing directly related to the conduct of "online meetings".

The responsible party is infoteam Software AG, hereinafter referred to as infoteam, its branches, group companies, departments and groups. According to Art. 4 No. 1 GDPR, your personal data includes all information that relates or can be related to your person.

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## 1 Name and contact details of the controller

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The responsible party within the meaning of data protection law is the

**infoteam Software AG**

Am Bauhof 9  
91088 Bubenreuth

You will find further information about our company, details of the persons authorised to represent it and also further contact options in our imprint on our website:

<https://www.infoteam.de/impressum>

**Hint:**

If you access the "Microsoft Teams" website, the "Microsoft Teams" provider is responsible for data processing. However, accessing 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. The service will then also be provided via the "Microsoft Teams" website.

## 2 Our data protection officer

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We have appointed a data protection officer in our company. You can reach her under the following contact options:

Dr Marion Herrmann  
Datenschutz Symbiose GmbH, Hundingstr. 12, 95445 Bayreuth, Germany  
E-mail: [datenschutz@infoteam.de](mailto:datenschutz@infoteam.de)

## 3 Purpose of the processing

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The purpose of using "Microsoft Teams" and the purpose of the related data processing is to conduct conference calls, online meetings, video conferences, webinars and online trainings (hereinafter: "online meetings"). "Microsoft Teams" is a service of Microsoft Corporation.

## 4 Categories of data processed

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When using "Microsoft Teams", various 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:

### **Network data**

IP address of the participants

### **User details:**

e.g. display name ("Display Name"), e-mail address if applicable, profile picture (optional), preferred language

This information may be visible to other meeting participants. If applicable, the telephone number provided may also be affected.

### **Meeting metadata:**

e.g. date, time, meeting ID, telephone numbers, location

### **Text, audio and video data:**

You may have the option of using the chat function in an "online meeting". In this respect, 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, as well as from any video camera connected to the terminal device, will be processed accordingly for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time via the "Microsoft Teams" applications.

## 5 Scope of the processing

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We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will transparently communicate this to you in advance. By attending the meeting, you agree to the recording.

If it is necessary for the purposes of logging the results of an "online meeting", we will log the chat content. However, this will not usually be the case.

Automated decision-making within the meaning of Article 22 of the GDPR is not used.

## 6 Legal basis for data processing

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Insofar as personal data of employees of the company is processed, Section 26 BDSG is the legal basis for the data processing. If, in connection with the use of "Microsoft Teams", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component in the use of "Microsoft Teams", Art. 6 para. 1f) GDPR is the legal basis for data processing. In these cases, our interest lies in the effective implementation of "online meetings".

Incidentally, the legal basis for data processing when conducting "online meetings" is Art. 6 para. 1b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships. If there is no contractual relationship, the legal basis is Art. 6 para. 1f) GDPR. Here too, our interest lies in the effective implementation of "online meetings".

## 7 Disclosure of data to third parties

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

Other recipients: The provider of "Microsoft Teams" necessarily receives knowledge of the above-mentioned data, insofar as this is provided for within the framework of our order processing contract with "Microsoft Teams".

## 8 Data erasure

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

## 9 Data processing outside the EU or EEA

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Data processing outside the European Union (EU) does not take place as a matter of principle, as we have limited our storage location to data centres in the European Union. However, we cannot exclude the possibility that data is routed via internet servers located outside the EU. This can be the case in particular if participants in "online meetings" are in a third country. However, the data is encrypted during transport via the internet and thus protected against unauthorised access by third parties.

## 10 Your rights as a data subject

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As a data subject, you have various rights:

- **Right of withdrawal:** You can withdraw your consent at any time. The data processing based on the revoked consent may then no longer be continued for the future.
- **Right to information:** You can request information about your personal data processed by us. This applies in particular to the purposes of the data processing, the categories of personal data, the categories of recipients, if applicable, the storage period, the origin of your data, if applicable, and the existence of automated decision-making, including profiling, if applicable, and meaningful information on its details.
- **Right of rectification:** You can request the correction of incorrect or the completion of your personal data stored by us.
- **Right of erasure:** You may request the erasure of your personal data stored by us, unless its processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims.
- **Right to restriction of processing:** You can request the restriction of the processing of your personal data if you dispute the accuracy of the data, the processing is unlawful, but you refuse to delete it. You also have this right if we no longer need the data but you need it to assert, exercise or defend legal claims. Furthermore, you have this right if you have objected to the processing of your personal data;
- **Right to data portability:** You may request that we transfer the personal data you have provided to us in a structured, commonly used and machine-readable format. Alternatively, you may request the direct transfer of the personal data you have provided to us to another controller, where this is possible.
- **Right to complain:** You can complain to a data protection supervisory authority, for example, if you believe that we are processing your personal data in an unlawful manner. You have the right to complain about our processing of personal data to a data protection supervisory authority.

Our competent **data protection supervisory authority** is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)  
Promenade 18, 91522 Ansbach, Germany  
Telephone : +49 (0) 981 180093-0, E-Mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

## 11 Right to object

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If we process your personal data on the basis of a legitimate interest, you have the right to object to this processing. If you wish to exercise your right to object, a notification in text form is sufficient. You are therefore welcome to write to us, send a fax or contact us by e-mail. You can find our contact details under point 1 of this data protection notice.

## Contact

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### **infoteam Software AG**

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