

Privacy policy for online meetings and conference calls via “Microsoft Teams” and “Zoom” by Wista Werkzeugfertigungs-GmbH



In the following, we shall inform you about the processing of personal data in connection with our use of “Microsoft Teams” and “Zoom”.

1. Controller and contact information::

Controller:	Data protection officer:
Wista Group	EmEtz GmbH
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Phone: +49 (0) 7066 / 917 89-100	
Email: info@wista.com	

2. What data we process and why we process your data (purposes of processing) and on what legal basis we do so:

We use “conference tools” (hereinafter services) to conduct conference calls, online meetings and/or video conferencing (hereinafter: “online meetings”).

We use the following tools:

Microsoft Teams (abbreviated MS Teams or just Teams) is a platform that combines chat, meetings, notes, and attachments. Microsoft is based in the United States, Microsoft Corporation One Microsoft Way Redmond, WA 98052-6399.

“Zoom” Video Communications is an American software company based in San José, California, that offers video conferencing software. Zoom is based in the U.S., is a service of Zoom Video Communications, Inc., which has its headquarters in the U.S. at 55 Almaden Boulevard, 6th Floor, San Jose, CA 95113.

When using the services, various types of data are processed. The scope of the data also depends on what data you provide before or when you participate in an “online meeting”.

Purposes of the data processing	Categories of data
Implementation of online meetings	User details (last name, first name, email address, password) Meeting metadata: Topic description, duration of participation If dialing in by phone: connection data Text, audio and video data: Input by the user during the meeting Location information for technical provision of the service.
Organization of online meetings	Information about the user and, if applicable, the user's contact details

In principle, we do not record meetings.

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You may be able to use the chat, question or survey functions in an “online meeting”. In this respect, the text entries you make will be processed in order to display them in the “online meeting” and, if necessary, to log them. In order to display video and play audio, the data from the microphone and any video camera on your device will be processed accordingly during the meeting. You can turn off or mute the camera or microphone yourself via the applications at any time.

To participate in an “online meeting” or to enter the “meeting room”, you must provide the minimum information required to do so.

The legal basis for data processing is Art. 6 (1) b GDPR, insofar as the “online meeting” are conducted in the context of a contractual relationship.

If there is no contractual relationship or the meeting is not strictly necessary for the performance of the contract, the legal basis is Art. 6 (1) f GDPR. Here, we are interested in effective communication by conducting “online meetings”.

Insofar as personal data of employees of Wista Werkzeugfertigungs-GmbH is processed, Section 26 of the BDSG (German Federal Data Protection Act) is the legal basis for data processing.

If you are registered as a user with the “provider”, then additional data can be stored via “online meetings” (meeting metadata, phone dial-in data, questions and answers in webinars, survey function in webinars).

The scope of data processing can be found in the providers’ privacy statements at <https://privacy.microsoft.com/en-gb/privacystatement> and <https://zoom.us/privacy>

3. To whom do we transfer your data (categories of recipients):

In principle, personal data processed in connection with participation in “online meetings” will not be transferred to third parties unless such data is precisely intended for this transfer. In the course of participating in “online meetings”, which are intended expressly for the exchange of content, the data will, of course, be transferred to the participants or the intended recipients. Within our company, only the people who need this data to organise or conduct the meeting process this data.

Other recipients:

The provider necessarily becomes aware of the aforementioned data, insofar as this is provided for in the context of our processing contract with the latter.

4. Duration of data storage

We generally delete personal data if there is no requirement for further storage. A requirement may exist in particular if the data is still needed to fulfil contractual services. In the case of statutory provisions on retention, deletion is only possible after the each of the provisions on retention have expired.

5 Data transfer to third countries

The providers are from the USA. Therefore, the processing of personal data also takes place in a third country. We have concluded a processing contract with the provider that meets the requirements of Article 28 GDPR. The conclusion of the EU standard contractual clauses ensure an adequate level of data protection.

6. Further mandatory information (e.g. rights of the data subject, right to lodge a complaint)

The further mandatory information of Articles 13, 14 and 21 of the GDPR can be found in our general data protection information on our website.

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