

Data protection information for online meetings, telephone conferences and webinars via "Microsoft Teams" of KULLEN-KOTI GmbH

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

Purpose of the processing

We use the "Microsoft Teams" tool to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Microsoft Teams" is a service of Microsoft Ireland Operations Limited.

Responsible

The data **controller** for data processing directly related to the conduct of "online meetings" is KULLEN-KOTI GmbH.

Note: 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.

What data is processed?

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

Meeting metadata: e.g. date, time, meeting ID, phone numbers, location

Text, audio and video data: You may have the opportunity to use 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 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 "Microsoft Teams" applications.

Scope of the processing

We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will transparently communicate this to you in advance and - where necessary - ask for consent.

Chat content is logged when using Microsoft Teams. We store the chat content for a period of one month. 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 Art. 22 DSGVO is not used.

Legal basis for data processing

Insofar as personal data of employees of KULLEN-KOTI GmbH are processed, § 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. 1 lit. f) DSGVO is the legal basis for data processing. In these cases, our interest lies in the effective implementation of "online meetings".

Furthermore, the legal basis for data processing when conducting "online meetings" is Art. 6 para. 1 lit. b) DSGVO, 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. 1 lit. f) DSGVO. Here too, our interest is in the effective conduct of "online meetings".

Recipients / passing on 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.

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

Data processing outside the European Union

Data processing outside the European Union (EU) does not take place as a matter of principle, as we have restricted 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 Meeting" are in a third country.

However, the data is encrypted during transport over the internet and thus protected from unauthorised access by third parties.

Data Protection Officer

We have appointed a data protection officer. You can reach him or her as follows:

MaGe Solutions GmbH
Markus Geiger
Lilienstr. 17/1
71272 Renningen
+49 7159 49657-28
datenschutz[at]mage-solutions.de

Your rights as a data subject

You have the right to **obtain information** about the personal data concerning you. You can contact us for information at any time.

In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have a right to **rectification** or **erasure** or to **restriction of processing**, insofar as you are entitled to this by law. Finally, you have a **right to object** to processing within the framework of the legal requirements.

A right to **data portability** also exists within the framework of data protection law.

Data deletion

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 in order to fulfil contractual services, 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.

Right of appeal to a supervisory authority

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

Amendment of this data protection notice

We revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. You will always find the current version on this website.

Status: 19.06.2023