

Privacy Notice for Online Meetings, Conference Calls and Webinars via "Microsoft Teams" by the European teamtechnik Group *

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

1. Person responsible for data processing and whom I can contact:

Responsible Party

The company of the European teamtechnik Group* with which the online meeting takes place

Contacts tt-AM and tt-MA:

<https://www.teamtechnik.com/de/metanavi-kontakt>

Contacts Hekuma:

<https://hekuma.com/kontakt.html>

Data Protection Officer

tt-AM und tt-MA:

EmEtz GmbH

Email: datenschutz@teamtechnik.com

Hekuma:

EuroExpertise GmbH

Email: privacy@hekuma.com

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

We use "Microsoft Teams" to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Microsoft Teams" is a service of Microsoft Corporation, with its headquarters in Redmond, USA.

Various types of data are processed when using the service. The scope of the data also depends on the data you provide before or during your participation in an "Online Meeting".

Purposes of data processing	Categories of data
Conducting online meetings	User details (last name, first name, email address) "Online meeting" metadata: Topic, description, duration of participation If dialing in by phone: connection data Text, audio and video data: Input by the user in the context of the "online meeting" Location information for technical delivery of the service
Organization of online meetings	Information about the user and, if applicable, his contact details

As a matter of principle, we do not make any recordings of the "Online Meetings".

You may have the option of using the chat, question or survey functions in an "Online Meeting". In this context, the text entries you make are processed in order to display them in the "Online Meeting" and, if necessary, to log them. In order to enable the display of video and the playback of audio, the data from the microphone and from the video camera will be processed accordingly for the duration of the "Online Meeting". You can switch off the camera or mute your microphone at any time using the application.

* The European teamtechnik Group includes the following companies: teamtechnik Automation GmbH (hereafter: tt-AM), teamtechnik Maschinen und Anlagen GmbH (hereafter: tt-MA) and Hekuma GmbH (hereafter: Hekuma)

In order to participate in an "Online Meeting" or to enter the "meeting room", you must provide the minimum information required for this purpose.

The legal basis for data processing in the organization and implementation of "Online Meetings" is Art. 6 (1) lit. b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, or the completion of the "Online Meeting" is not significantly required for the fulfillment of the contract, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here, our interest is in effective communication by conducting "Online Meetings".

Insofar as personal data of employees of the European teamtechnik Group* is processed, Art. 88 GDPR in conjunction with § 26 German Data Protection Act is the legal basis for the data processing.

If you are registered as a user with the "provider", then further data can be stored during "Online Meetings" ("Online Meeting" metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars).

Please refer to the provider's privacy policy for the scope of data processing.

3. To whom the data will be transferred (categories of recipients):

Personal data processed in connection with participation in "Online Meetings" will not be disclosed to third parties as a matter of principle unless it is intended precisely for this disclosure. In the course of participation in "Online Meetings", which are intended precisely for the exchange of content, the data is of course passed on to the participants or the intended recipients. Within our company, only those persons process the data who also require this data within the scope of the "Online Meeting" organization.

Other recipients:

The provider necessarily obtains knowledge of the above data to the extent provided for under the EU standard contractual clauses.

4. Duration of data storage:

We generally delete personal data as far as this is possible by the systems and if there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services. In the case of statutory retention obligations, deletion is only considered after the expiry of the respective retention obligation.

5. Data transfer to third countries:

The service provider is from the USA. Processing of personal data therefore also takes place in a third country. An adequate level of data protection is guaranteed by the conclusion of the EU standard contractual clauses.

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

For the further mandatory information of Art. 13, 14 and 21 of the GDPR, please see:

For tt-AM and tt-MA:

The [Privacy Policy](#) on the website.

For Hekuma:

The [Privacy Policy](#) on the website.