

Data protection information notice for Microsoft Teams Meetings

Compliance with data protection regulations is a high priority for us. In the following, we would like to inform you about the collection and processing of your personal data.

Data Controller

The controller for data processing in connection with the use of Microsoft Teams is

MeVis, Medical Solutions AG

Caroline-Herschel-Str. 1

28359 Bremen

Germany

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Fax: +49 421 22495 999

info@mevis.de

If you access the "Teams" application, Microsoft Corporation, as the provider of "Teams", is responsible for the data processing. However, accessing the website is only necessary for the use of "Teams" in order to download the software for the use of "Teams" application. If you do not want to or cannot use the "Teams" software (app), you can also use "Teams" via your browser. The service will then also be provided via the Microsoft Corporation website.

Purpose and legal basis of data processing

Data processing for participation to the meeting

For the purpose of planning, organizing and implementing online meetings, the Data Controller processes your personal data for the organization before the event and, if necessary, for reporting afterwards. The legal basis for this is the legitimate interest pursuant to Art. 6 para. 1 sentence 1 lit. f) GDPR in the proper planning and implementation of the online meeting. The dial-in takes place via company-internal as well as external (private) internet-enabled devices.

Data processing when using Microsoft Teams

We use the "Teams" tool from the US provider Microsoft Corporation to conduct telephone conferences, online meetings, video conferences and webinars (hereinafter: "online meetings"). Depending on the type and scope of use of "Teams", various types of data are collected or processed. This includes, in particular, personal data (e.g. first and last name, email address, profile picture), meeting metadata (e.g. date, time and duration of communication, name of the meeting, participant IP address), text, audio and video data (e.g. chat histories, video and audio playbacks) and connection data (e.g. phone numbers, country names, start and end times, IP addresses).

If you are attending an online meeting as a guest, you will receive an access link from the host by email. When registering for the online meeting, you must then enter your name and, if applicable, your e-mail address. As a participant, you can take part in meetings directly via the browser without installing the Teams app. Data processing is carried out on the basis of Art. 6 para. 1 sentence 1 lit. b) GDPR if your participation in the online meeting is necessary for the performance of a contract concluded with you. The same applies if the online meeting is necessary for the implementation of pre-contractual measures that are carried out at your request. If the processing does not happen in relation with a contract, we have in place with you or for the implementation of pre-contractual measures, we will process your personal data for our legitimate interest pursuant to Art. 6 para. 1 sentence 1 lit. f) of providing a mean of communication with you. As a contact person, you can object to this processing at any time with effect for the future in accordance with Art. 21 GDPR.

Further information on the processing of your data when using "Teams" can be found at: <https://privacy.microsoft.com/de-de/privacystatement>.

In addition, the tool collects user data that is necessary for the provision, technical and operational support and improvement of the services provided. This includes, in particular, technical data about your devices, your network and your Internet connection, such as IP address, MAC address, other device IDs, device type, operating system type and version, client version, camera type, microphone and loudspeaker or type of connection.

The provision of the aforementioned data is required for registration and participation in the event. Participation is not possible without providing this data.

You can provide further information about yourself, but you do not have to. You are also free to use the chat, question or survey functions during the online meeting. You can also switch your camera and microphone on and off or mute them yourself.

If you use the chat, question or survey function, the text entries you make will be processed in order to display them in the "online meeting" and, if necessary, to log them. If you switch on your camera or microphone, the data from your end device's microphone and any video camera on the end device will be processed for the duration of the meeting. At the start of online meetings, your camera image and microphone are always switched off by default. Please note that all information that you or others upload, provide or create during an online meeting will be processed at least for the duration of the meeting. This includes, in particular, chat/instant messages, files, whiteboards and other information shared while using the service.

Recording of meetings

In principle we do not record calls or video-calls, however in specific situations this may be required for business purposes (such as in case of trainings). In the event that the call or video-call is recorded, you will be informed beforehand and you will be provided the possibility to

disable your camera and/or microphone. Furthermore, we will ensure to have a lawful legal basis to record the call, that can be the following:

- Your consent in accordance to Art. 6.1 (a) GDPR; or
- When the recording is necessary for the performance of a contract that MeVis has in place with you in accordance to Art. 6.1 (b) GDPR; or
- When MeVis has a legitimate interest in recording the meeting that does not override your rights and freedoms accordance to Art. 6.1 (f) GDPR. In this case, you will be provided an option to oppose to the processing based on your legitimate grounds.

Storage period

We only process your data, including audio or video recording, for as long as it is required for the purposes for which it was collected. Your data will then be deleted unless the processing or storage of your data is necessary for the assertion, exercise or defence of legal claims or in compliance with any applicable statutory retention obligation.

In addition, the following storage and deletion periods apply to the data processed in Teams:

- All user account data will be deleted after the end of the provision of the service.
- Audio and video content is processed in the stream and not saved.
- Chat messages are saved for maximum 180 days.
- Stored technical logs/technical diagnostic information are deleted or anonymized after a maximum of 90 days.

Recipients of your data

As a matter of principle, we do not transfer your data to third parties. Data will only be passed on if it is specifically intended to be passed on, if you have expressly consented to the transfer in advance or if we are obliged or entitled to do so by law. Data may be passed on, for example, to other companies in the group of companies for the purpose of event management or for tax purposes or as part of IT services.

When processing your data, Microsoft Ireland Operations Ltd and Microsoft Corporation support us as service providers and (sub)processors within the meaning of Art. 28 GDPR strictly in accordance with instructions. It cannot be ruled out that your data will also be processed in third countries outside the EU or the EEA. With regard to these data transfers, an adequate level of data protection is guaranteed by the conclusion of the EU standard contractual clauses and supplementary measures based on them, unless an adequacy decision within the meaning of Art. 45 para. 3 GDPR exists for the third country concerned or for the specific program, such as the EU-US Data Protection Framework.

Your rights

You have the right to receive information about the personal data stored about you free of charge upon request (Art. 15 para. 1 GDPR). In addition, if the legal requirements are met, you

have the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR) and restriction of processing (Art. 18 GDPR) of your personal data and to data portability (Art. 20 GDPR).

You have the right to revoke your consent at any time with effect for the future if your data is processed on the basis of Art. 6 para. 1 sentence 1 lit. a) GDPR. Please send your revocation to: [info\(at\)mevis.de](mailto:info(at)mevis.de).

You have the right to object to data processing in accordance with Art. 21 GDPR if your data is processed on the basis of Art. 6 para. 1 sentence 1 lit. f) GDPR. Please send your objection to: [info\(at\)mevis.de](mailto:info(at)mevis.de).

Pursuant to Art. 77 GDPR, you have the right to lodge a complaint with a data protection supervisory authority of your place of residence in the EU or of the EU Member state where you believe a breach was committed.

For any question about your personal data, please contact info@mevis.de.

Contact details of the data protection officer

Our data protection officer FIRST PRIVACY GmbH can be reached at web: www.first-privacy.com or via email: office@first-privacy.com. When contacting our data protection officer, please indicate the above-mentioned Data Controller in the subject of your email.