	Data Protection	
	Information Requirements: Video conference attendees	Status: Approved Date: 20.05.2021

Information on the processing of personal data of video conference attendees acc. to Art. 12 & 13 GDPR

We take the protection of your personal data very seriously. We process your data in accordance with the provisions set down in the European General Data Protection Regulation (GDPR) and the European Data Protection Adaptation and Implementation Act (DSAnpUG-EU). In the following, we will be providing you with information on the processing of your data in acc. with Art. 12 and 13 GDPR.

Who is responsible for the data processing? (Art. 13, para. 1 a, b GDPR)

Responsible for the processing of personal data is:

Interroll Engineering GmbH

Höferhof 16, 42929 Wermelskirchen

Phone: +49 (0) 219323 – 0

E-Mail: datenschutz@interroll.com

Ask questions about data protection to:

Interroll Engineering GmbH

GDPR-Coordinator

Höferhof 16, 42929 Wermelskirchen

Phone: +49 (0) 219323 – 0

E-Mail: datenschutz@interroll.com

For which purposes and on which legal basis do we process your personal data? (Art. 13, para. 1 c, d and para. 2 f GDPR)

Microsoft Teams:


We use Microsoft Teams (a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA, hereinafter "Teams") to optimize the work organization within our business units, but also with external persons and to create a cooperative working environment for work and project groups. Among other things, the service enables users to use an integrated function for conducting video conferences. The groups mentioned are organized on Teams-sites or Teams-platforms, that have been set up by the employees of the INTERROLL Engineering GmbH themselves, or e.g. by external parties. To create a Teams-meeting (video conference), you need to log in to the Microsoft Office cloud platform. When registering, personal data such as first and last name, email address and the hash value of your password are transferred to Microsoft. However, you can also take part in a meeting as a guest. In this case, only the name that you provide before the start of the Teams meeting will be processed. In addition, system data (e.g. logs, user statistics, logins / logouts, etc.) are processed by the administrators of the INTERROLL Corporate IT (CIT) for system security purposes.

You can find out which personal data is processed by Microsoft when the service is provided at <https://privacy.microsoft.com/privacystatement>.

INTERROLL:

Personal data that we process from you during an online meeting or webinar is dependent on the data that you disclose while participating in a webinar or online meeting and the technical

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functions that you activate or use during the meeting. This includes data that we receive from you via the camera, the microphone or the chat function of the system. If you deactivate one or more functions in your system or device before or during the online meeting, no more data can be processed by us via this channel. However, in order to interact with you in online meetings, it may be necessary to activate the different channels. You can inquire about the functions involved before you start the meeting.

The processing of your personal data takes place in this context for the implementation of the online meeting and on the basis of our legitimate interest in accordance with Art. 6 para. 1 f GDPR. Our legitimate interest is to be able to offer our customers an opportunity for webinars and online meetings and thus an alternative to attended events.

For employees of the INTERROLL Engineering GmbH, the data is processed on the legal basis of § 26 DSAnpUG-EU.

Even though a recording of the online meeting is technically possible in Microsoft Teams, we will only carry it out in exceptional cases and never without your prior consent. In this context, the processing of your personal data takes place on the basis of your consent in accordance with Art. 6 para. 1 a GDPR.

In no case shall we use your data in an automated decision-making process or for profiling purposes.

Who receives your personal data? (Art. 13 para. 1 e, f GDPR)

We treat your personal data confidentially and never pass these on to third parties unless you have provided us with your consent to do so, we have a legitimate interest or in cases where these are to be made available based on a legal or contractual commitment.

Since the INTERROLL Management SA (Via Gorelle 3, 6592 Sant' Antonino, Switzerland) provides the INTERROLL Group with corporate IT services (e.g. hosting IT infrastructure or providing licenses for Microsoft Office 365) and therefore processes personal data of INTERROLL employees, applicants and customers, we have signed a data processing agreement with the provider in accordance with Art. 28 para. 3 GDPR. Since Switzerland offers an adequate level of data protection, which has been confirmed by the EU Commission in an adequacy decision acc. with Art. 45 GDPR, no further approval is required for transmission your personal data to this country.

When providing the services of Microsoft Teams, your data may also be processed in other third countries. Although the Microsoft Cloud server locations selected by the CIT are located exclusively within the European Union, it cannot be ruled out that other services provided by Microsoft (e.g. support services) are provided from countries such as the USA or India. If the data located in the EU is accessed from USA or India, your personal data is automatically transferred to these third countries. In this case, the CIT has concluded the Microsoft Online Service Terms (OST) with corresponding standard contractual clauses in accordance with Article 46 Paragraph 2 c GDPR, to protect your data.


How long are the data stored? (Art. 13, para. 2 a GDPR)

We only store your data as long as this is legally required. We store data that are processed based on your consent until this consent is revoked. Data that we process based on a legitimate interest are stored as long as this legitimate interest continues to exist.

What are your rights and obligations? (Art. 13, para. 2 b, c, d, e GDPR)

All data subjects have the following rights:

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- **In accordance with Art. 15 GDPR**, you have the right to receive information. This means that you can request confirmation from us as to whether personal data concerning your person are being processed by ourselves.
- **In accordance with Art. 16 GDPR**, you have the right to rectification. This means that you can demand that we rectify any incorrect personal data concerning your person.
- **In accordance with Art. 17 GDPR**, you have the right to erasure (“right to be forgotten”). This means that you can demand that we erase any personal data concerning your person without undue delay - unless we are unable to erase your data due to being required to observe, for example, legal retention periods.
- **In accordance with Art. 18 GDPR**, you have the right to restriction of processing. This means that we are practically no longer allowed to process your personal data - apart from storing them.
- **In accordance with Art. 20, GDPR**, you have the right to data portability. This means that you have the right to receive the personal data concerning your person and that you have made available to us in a structured, commonly used and machine-readable format and to transmit these data to another controller.
- **In accordance with Art. 21 GDPR**, you have the right to object. This means that you can object to the processing of your personal data, which is based on Art. 6 para 1 e or f GDPR, at any time
- **In accordance with Art. 7, para. 3 GDPR**, you have the right to withdraw any consent you have provided at any time with future effect.
- **In accordance with Art. 77 GDPR**, you have the right to lodge a complaint with the responsible supervisory authority.

Responsible supervisory authority

State Data Protection and Freedom-of-Information Officer
North Rhine-Westphalia
Office address: Kavalleriestr. 2 – 4, 40312 Düsseldorf, Germany
Postal address: P.O. Box 20 04 44, 40102 Düsseldorf, Germany
Tel.: +49 (0)211 38424-0
Email address: poststelle@ldi.nrw.de

Information on your right to object in accordance with Art. 21 General Data Protection Regulation (GDPR)

You have the right to object, on grounds resulting from your particular situation, at any time to the processing of personal data concerning your person which is carried out based on Art. 6, para. 1 (f) GDPR (data processing based on the weighing up of legitimate interests); this also applies to profiling based on this provision as described in Art. 4 (4) GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for processing which override your interests, rights and freedoms or where this processing is for the establishment, exercise or defense of legal claims.

Your objection does not need to observe any formal requirement and should be addressed to our Data Protection Officer (see contact details above), where possible.

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