

Data protection information when using Microsoft Teams

Responsibilities

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Contact details of the data protection officer

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Description

With the following information, we would like to give you an overview of our collection, processing and use of your personal data in connection with the use of "Microsoft Teams" and inform you about your rights. Which data is processed in detail and how it is used depends largely on the individual usage options.

If you have any questions, comments or suggestions regarding our handling of data protection, please contact us at the above address.

To the extent that Microsoft uses or otherwise processes personal data subject to the GDPR for business activities that are initiated by the provision of the products and services, Microsoft will fulfill the obligations of an independent data controller under the GDPR for this use. Microsoft will then assume the additional obligations of a "data controller" under the GDPR for such processing.

Purpose of data processing

We process personal data that we receive from you as part of the use of "Microsoft Teams" in telephone conferences, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Microsoft Teams" is a service of the Microsoft Corporation, which is headquartered in the USA.

Note: If you access the "Microsoft Teams" website, the provider is responsible for data processing. Calling up the website is only necessary to download the "Microsoft Teams" software.

If you do not want to or cannot use the "Microsoft Teams" app, you can also use "Microsoft Teams" via your browser. The service is then also provided via the "Microsoft Teams" website.

For more information about how Microsoft handles personal data, please refer to the privacy policy of [Microsoft](#).

Legal basis

Insofar as the personal data of our employees is processed, the legal basis for the data processing lies in the performance of the employment relationship and fulfillment of the employment contract pursuant to Art. 6 para. 1 lit. b GDPR.

If, in connection with the use of "Microsoft Teams", personal data is not required for the establishment, performance or termination of the employment relationship, but are nevertheless an elementary component of the use of "Microsoft Teams", Art. 6 para. 1 lit. f GDPR is the legal basis for data processing. Our legitimate interest in these cases is in these cases is the effective conduct of "online meetings".

If we want to record "online meetings", we will inform you of this transparently in advance and - if necessary - ask for your consent (pursuant to Art. 6 para. 1 lit. a in conjunction with Art. 7 GDPR).

Categories of personal data

When using "Microsoft Teams", different types of data are processed. The scope of the data also depends on the information you provide before or during participation in an "online meeting".

User details: e.g. 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 be able to use the chat function in an "online meeting". In this respect, the text entries you make will be 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 will be processed for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time using the "Microsoft Teams" applications.

Storage period

We generally delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still required in order to fulfill contractual services and to be able to

check and grant or defend against warranty and guarantee claims. In the case of existing statutory retention obligations, deletion will only be considered after the respective retention obligation has expired.

As soon as the storage of the data is no longer required for the aforementioned storage purposes or if you withdraw your consent, your data will be deleted.

The chat content is logged when using "Microsoft Teams". If it is necessary for the purposes of logging results of an online meeting, we will log the chat content independently and delete it after one month.

Requirement and consequences of non-provision

No information

If you do not provide us with your personal data, we cannot process them for the purposes listed.

Automated decision making and profiling

Automated decision-making or profiling within the meaning of Art. 22 GDPR is not used.

Recipient of personal data outside the company / authority

Processor:
Microsoft Corporation
Redmond, WA 98052-6399
USA

Intention to transfer to a third country or international organisation

A transfer of personal data to the USA takes place. The transfer takes place on the basis of the adequacy decision of the European Commission of 10.07.2023 (EU-US Data Privacy Framework).

This adequacy decision only applies if the respective US data recipient is also certified under the EU-US Data Privacy Framework with the US Department of Commerce.

The named processor(s) is/are certified accordingly: Yes

Guarantees and receipt of guarantees

We only transfer your personal data if the service provider's certification procedure has been completed and checked, which guarantees the protection of the transmitted data and equally ensures legally binding and enforceable obligations of the recipient.

In addition, we have concluded a data protection agreement with Microsoft when using the "Products and Services", which contains so-called "standard data protection clauses", which have been approved by the EU Commission and ensure a secure level of data protection. This agreement is available [here](#).

Rights of data subjects

You have the right to revoke any data protection consent that you have given to our company at any time. If the consent is revoked, the legality of the processing carried out on its basis up to the revocation remains unaffected.

You are welcome to contact us via the e-mail address datenschutz@datron.de to revoke your consent.

As a data subject of this data processing you have the following rights, which you can exercise against us and/or our service providers:

- **Right to information,**
- **Right of correction or deletion,**
- **Right to restrict processing,**
- **Right to object to the processing,**
- **Right to data portability.**

You are welcome to contact us at datenschutz@datron.de to exercise your rights as a data subject.

You have the right to complain to the competent supervisory authority (see above) if there is a data protection violation or suspicion of a data protection violation.

Contact details of the supervisory authority responsible for our company:

The Hessian Commissioner for Data Protection and Freedom of Information.

E-mail: poststelle@datenschutz.hessen.de