

# Data protection information for online meetings, conference calls and webinars via Zoom

## 1. General

We would like to inform you in the following about the processing of personal data in connection with the use of the software Zoom provided by Zoom Video Communications Inc. based in San José, United States (hereinafter "Zoom") for conducting video conferences.

This information is also provided in order to fulfil the information obligations under the EU General Data Protection Regulation (hereinafter "GDPR"), so that reference is made to the GDPR in part in the following.

## 2. Purpose of processing

We use Zoom to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings").

## 3. Data Controller

The responsible person for data processing directly related to an Online Meetings is the Von Roll Company, whose employee has invited you to an Online Meeting (hereinafter "Controller"). For contact details, please refer to the mandatory details (e.g. in the e-mail signature) enclosed in the invitation or in the accompanying e-mail correspondence.

If you access the website of the Zoom Video Communications Inc., Zoom Video Communications Inc. is the responsible controller for the data processing on their website. Accessing the website of Zoom Video Communications Inc. is only necessary in order to download the Zoom application.

You can also use Zoom if you enter the respective meeting ID and, if necessary, further access data for the meeting directly in the Zoom application.

If you do not want to or cannot use the Zoom application, the basic functions can also be used via a browser version, which you can also find on the website of the Zoom Video Communications Inc.

## 4. Which data is processed?

When using Zoom, various data is processed. The scope of this data also depends on the information you provide before or during participation in an online meeting.

The following personal data is processed:

**User information:** first name, last name, telephone (optional), e-mail address, password (if Single-Sign-On is not used), profile picture (optional), Department (optional)

**Meeting metadata:** Topic, description (optional), participant IP addresses, equipment/hardware information

**For recordings (optional):** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chat.

**When dialing in by phone:** Information on incoming and outgoing phone number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be saved.

**Text, audio and video data:** You may be able to use the chat, question or survey functions in an online meeting. To this extent, the text entries you make are processed in order to display and, if necessary, log 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 for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time using the Zoom application.

In order to participate in an online meeting or to enter the meeting room, you must at least provide information about your name.

## **5. Scope of data processing**

We use Zoom to conduct online meetings. If we want to record online meetings, we will inform you transparently in advance and - if necessary - ask for your consent. The fact of the recording will also be displayed in the Zoom application.

If it is necessary for the purpose of recording the results of an online meeting, we will log the chat content. However, this will usually not be the case.

In the case of webinars, we can also process the questions asked by webinar participants for the purposes of recording and follow-up of webinars.

If you are registered as a user at Zoom, reports of online meetings (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) can be stored for up to one month within the Zoom application.

No automated decision making in the sense of Art. 22 GDPR takes place.

## **6. Legal basis of data processing**

If, in connection with the use of Zoom, the processing of your personal data is necessary for the performance of a contract with the Controller or in order to take steps prior to entering into a contract, the legal basis is Art. 6 para. 1 lit. b) GDPR (or, if applicable, a provision of the locally applicable law). If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) GDPR. In this case, our legitimate interest in processing your personal data lies in the effective conduct of online meetings.

## **7. Recipients to whom your personal will be disclosed**

Personal data processed in connection with participation in online meetings are generally not passed on to third parties, unless they are intended for disclosure. Please note that content from online meetings, as well as personal meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended for disclosure (e.g. to other companies of the Von Roll Group).

Other recipients: Zoom Video Communications Inc. as the technical provider of Zoom necessarily receives knowledge of the above-mentioned personal data, as far as this provided in the contract on processing of personal data on behalf that we have concluded with Zoom Video Communications Inc.

## **8. Data processing in third countries**

Zoom is a service provided by a provider having its principle place of business in the USA. Processing of personal data is therefore also carried out in a third country in the meaning of the GDPR. We have concluded a contract on processing of personal data on behalf with the Zoom Video Communications Inc. which meets the requirements of Art. 28 GDPR.

An appropriate level of data protection within the meaning of the GDPR is ensured on the one hand by the Privacy Shield certification of Zoom Video Communications Inc. and on the other hand by the conclusion of the so-called EU standard contract clauses.

## **9. Further information**

You can find the data protection information provided by the Zoom Video Communications Inc. for their service Zoom at <https://zoom.us/de-de/privacy.html> (website of an external provider).

Further information on the type and extent to which your personal data is processed by the Von Roll Group companies, on how to contact data protection officers within the Von Roll Group (if appointed) and on your rights under GDPR can also be found at <https://www.vonrollgroup.com/en/legal-information/>.

If you have any questions regarding data protection or would like to exercise of your rights (e.g. under GDPR), you can also contact [dataprotection@vonroll.com](mailto:dataprotection@vonroll.com) at any time.