

# Data protection notice of TUNAP GmbH & Co. KG for video conferences, online Meetings und webinars

We would like to inform you below about the processing of personal data in connection with your participation on video conferences, online meetings and webinars.

## 1. Purpose of processing

We use tools from various providers to conduct video conferences, online meetings and webinars (hereinafter online meetings). The services used by us in detail are:

- **Skype**, a Service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399 USA. Privacy policy: <https://privacy.microsoft.com/en-us/privacystatement>
- **Microsoft Teams**, a Service of Microsoft Corporation, One Microsoft Way, Redmond, WA 980256399, USA. Privacy policy: <https://privacy.microsoft.com/en-us/privacystatement>

## 2. Controller

Controller of data processing directly related to the conduct of online meetings is TUNAP GmbH & Co. KG, Bürgermeister-Seidl-Straße 2, 82515 Wolfratshausen, email: [info@tunap.com](mailto:info@tunap.com), phone: +49 (0) 8171 16 00 0.

**Note:** Insofar as you call up the internet pages of the services we use (see item 1), the respective provider of the service is responsible for data processing. However, calling up the website of the respective provider is only necessary if

- You participate in the online meeting via the Internet or
- You want to download the desktop app or
- You have the session ID but do not have easy access to the participation URL. In this case, you can join the meeting via the website.

You can also use the services mentioned under item 1 if you enter the respective meeting ID and, if applicable, further access data for the meeting directly in the app of the respective service.

The links of the privacy statements of the respective providers can be found under item 1.

## 3. What data is processed?

Various types of data are processed when using the services mentioned in section 1. The scope of the data also depends on the information you provide before or during participation in an online meeting.

The following personal data are subject to processing:

- Inventory data (e.g. name, address)
- Contact data (e.g. e-Mail, telephone number)
- Content data (e.g. text input, photographs, videos)
- Usage data (e.g. websites visited, interest in content, access time)
- Meta/communication data (e.g. device information, IP address)

In order to enable the display of video and the playback of audio, data from the microphone of your end devices as well as from any video camera of the end device will be processed accordingly for the

duration of the meeting. You can turn off or mute the camera or microphone yourself at any time through the applications of the service you are using.

To join an online meeting, you must at least provide your name to enter the meeting room.

#### **4. Scope of processing**

We use the services mentioned under item 1 to conduct online meetings. If we want to record online meetings, we will transparently inform you in advance and – if necessary – ask for your consent.

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. However, this will generally not be the case.

If you are registered as a user with the service we use, the provider of that service processes data that you provide to create your account or register for events, webinars, surveys, etc.

The possibility of software-based attention monitoring that exists in online meeting tools such as Teams is deactivated.

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

#### **5. Legal basis for data processing**

For employees of TUNAP GmbH & Co. KG, § 26 BDSG ist the legal basis for data processing. If, in connection with the use of a service mentioned under item 1, data is not required for data processing, but is nevertheless an elementary component in the use of this service, art. 6 para. 1 lit. f GDPR is the legal basis for data processing. In these cases, our interest is in the effective implementation of online meetings.

For other participants in online meetings – insofar as the meetings are conducted in the context of contractual relationships – art. 6 para. 1 lit. b GDPR is the legal basis for data processing.

If no contractual relationship exists, the legal basis is art. 6 para. 1 lit. f GDPR. Here, too, our interest is in the effective implementation of online meetings.

#### **6. Recipients/Transfer of data**

Personal data processed in connection with participation in online meetings will not be passed on to third parties unless it is intended to be passed on. Please note that the content of online meetings, as well as personal meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Other recipients: the provider of the service we use (see item 1) necessarily receives knowledge of the above-mentioned data insofar as this is provided for in the context of our data processing agreement with the respective provider.

#### **7. Data processing outside the European Union**

The services we use (see section 1) are provided by providers from the USA. A processing of personal data therefore also takes place in a third country. We have concluded a data processing agreement with each of the service providers, which complies with the requirements of Art. 28 DSGVO.

An adequate level of data protection is guaranteed by the conclusion of the so-called EU standard contractual clauses.

## 8. Data protection officer

We have appointed a data protection officer. You can reach him via e-mail at [datenschutz@tunap.com](mailto:datenschutz@tunap.com) or by phone at +49 (0) 8171 42 88 55 0.

## 9. Your rights as data subject

You have the right to obtain **information** about the personal data concerning you. You can contact us for information at any time.

In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have a right to **correction** or **deletion** or to **restriction** of processing, insofar as you are entitled to this by law.

Finally, you have a right to **object** to processing within the scope of the law.

You also have the right to **data portability** within the framework of data protection regulations.

## 10. Deletion of data

We delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion will only be considered after expiry of the respective retention obligation.

## 11. Right to Lodge a Complaint with a Supervisory Authority

You have the right to complain about the processing of personal data by us to a supervisory authority for data protection.