

Data privacy information from EnOcean GmbH for video conferences, online meetings and webinars

Below you will find information about how personal data is processed when you participate in video conferences, online meetings and webinars.

1. Purpose of processing

We use tools of different providers to organize video conferences, online meetings and webinars (hereafter: online meetings). The services we use in this context are:

- **GoToMeeting** and **GoToWebinar**, both services of LogMeIn Ireland Ltd., a company of LogMeIn Inc., 320 Summer Street, Boston, MA 02210, USA. Privacy statement: <https://www.logmein-inc.com/legal/privacy>
- **Cisco WebEx**, a service of Cisco Systems Inc., 170 West Tasman Drive, San Jose, CA 95134, USA. Privacy statement: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>
- **Microsoft Teams**, a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Privacy statement: <https://privacy.microsoft.com/en-us/privacystatement>
- **Skype**, a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Privacy statement: <https://privacy.microsoft.com/en-us/privacystatement>

2. Data controller

EnOcean GmbH is the **entity responsible** for data processing directly related to the organization of online meetings.

Please note: If you access the websites of the services that are used by us (see para. 1), it is the respective provider of that service that is responsible for data processing. However, the website of the respective provider must only be accessed if

- you participate in the online meeting over the Internet or
- you want to download the desktop app or
- you have the meeting ID but do not have easy access to the participation URL. In that case, you can use the website to participate in the meeting.

You can also use the services noted in para. 1 if you enter the relevant meeting ID and (if applicable) other access data for the meeting directly in the app of the respective service.

The links to the privacy statements of the providers can be found in para. 1.

3. What type of data is processed?

Various types of data are processed when you use the services noted in para. 1. The amount of the data will also depend on which data you provide before or while you participate in an online meeting.

The following personal data will be processed:

- User data (e.g. names, addresses)
- Contact data (e.g. e-mail, telephone numbers)
- Content data (e.g. text entries, photographs, videos)
- Usage data (e.g. websites visited, interest in contents, access times)
- Meta/Communication data (e.g. device information, IP addresses)

Data from the microphone and (if applicable) video camera on your device will be processed during the meeting so that the video and audio can be played. You can turn off the camera or mute the microphone at any time using the applications of the service.

To participate in an online meeting, you must at minimum enter your name in order to access the "meeting room".

4. Scope of processing

We use the services noted in para. 1 to organize online meetings. If we intend to record an online meeting, you will be informed in advance, and we will ask for your consent, if required.

Chat contents will be logged if this is required in order to log the results of an online meeting. However, that will be the exception rather than the rule.

If you have registered as a user for the service that is used by us, the provider of this service will process data that you have entered to set up your account or to register for events, webinars, surveys, etc.

The possibility of software-based attention tracking, which is available in online meeting tools, has been **deactivated**.

Automated decision-making processes as defined by Art. 22 GDPR (General Data Protection Regulation) are not used.

5. Legal basis for data processing

Section 26 BDSG (Federal Data Protection Act) forms the basis for data processing with regard to EnOcean GmbH employees. Art. 6 para. 1 lit. f) GDPR forms the basis for data processing if data connected to the use of a service noted in para. 1 is not required for data processing but nevertheless is essential to the use of this service. In these cases, our interest relates to the effective organization of online meetings.

With regard to other participants in online meetings, Art. 6 para. 1 lit. b) GDPR forms the legal basis for data processing insofar as the meetings are organized in the context of contractual relationships.

In the absence of such relationships, Art. 6 para. 1 lit. f) GDPR forms the legal basis for data processing. Here too, our interest relates to the effective organization of online meetings.

6. Recipients / Forwarding of data

In general, personal data that is processed in connection with participation in online meetings will not be forwarded to third parties unless it is specifically designated for this purpose. Please note that contents from online meetings as well as personal meetings are frequently used to communicate information with customers, interested parties or third parties, which means that they are designated to be forwarded to others.

Other recipients: The provider of the service used by us (see para. 1) will necessarily become aware of the aforementioned data if this has been arranged with the respective provider in the context of our contract processing agreement.

7. Data processing outside of the European Union

The services used by us (see para. 1) are rendered by providers in the US. Therefore, personal data is also processed in a third country. We have concluded contract processing agreements with the providers of the services that correspond to the requirements of Art. 28 GDPR.

A commensurate level of data privacy is guaranteed on the basis of the “Privacy Shield” certification of the providers and by the arrangement of EU standard contractual clauses.

8. Data protection officer

We have appointed a data protection officer. This person can be reached by sending an e-mail to datenschutz@starhead.de or by calling +49 8171 42 88 55 0.

9. Your rights as the data subject

You have the right of **access** to your personal data. You can contact us at any time to request this information.

If your request for information is not submitted in writing, please understand that we may ask for additional evidence confirming that you are in fact the person that you say you are.

You also have the right to request **rectification** or **erasure** of your data or to request **restriction of processing** of personal data, insofar as you are entitled to a statutory right in this regard.

Finally, you also have the **right to object** against the processing of your data in the context of the statutory provisions.

The right to **data portability** also applies in the context of the provisions under the data protection legislation.

10. Deletion of data

In general, we will delete personal data if there is no longer any need to store this data. Such a need may exist if the data is still required to provide contractual services or to verify, approve or defend against warranty or guarantee claims. In the case of statutory retention obligations, data may only be deleted after the relevant retention obligation has expired.

11. Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint about our processing of your personal data to a **supervisory authority** for data protection.