

## **Data protection information for online meetings, telephone conferences and webinars via “Microsoft Teams” of Motus Online Service GmbH**

We would like to inform you below about the processing of personal data in connection with the use of “Microsoft Teams”.

### **Purpose of the Processing**

We use the “Microsoft Teams” tool to conduct telephone conferences, online meetings, video conferences and/or webinars (hereafter: “Online Meetings”). “Microsoft Teams” is a service of the Microsoft Corporation.

### **Party Responsible**

The party responsible for data processing that is directly associated with the holding of “online meetings” is the firm

Motus Online Service GmbH  
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Germany  
Tel.: +49 (0)941-942794-27  
Email: [info@motus-os.com](mailto:info@motus-os.com)

Note: If you call up the “Microsoft Teams” website, the “Microsoft Teams” provider is responsible for the data processing. However, calling up the website for the use of “Microsoft Teams” is only necessary in order to download the software required to use “Microsoft Teams”.

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

### **Which data are processed?**

When “Microsoft Teams” is used, different types of data are processed. The extent of the data also depends on the details of the data that you provide before or during participation in an “online meeting”.

### **The following personal data are the object of the processing:**

Details of the user: e.g. display name, email address if applicable, profile picture (optional), preferred language

Meeting metadata: e.g. date, time, meeting ID, telephone numbers, location

Text, audio and video data: You may have the opportunity to use the chat function in an “online meeting”. In this respect, the text entries made by you 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 switch off or mute the camera or the microphone yourself at any time using the “Microsoft Teams” applications.

### **Extent of the Processing**

We use “Microsoft Teams” to conduct “online meetings”. If we want to record “online meetings”, we will transparently communicate this to you in advance and - where necessary - ask for your agreement.

If it is necessary for the purposes of logging the results of an online meeting, we will record the chat contents. However, as a rule this will not be the case.

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

### **Legal Basis for the Data Processing**

Insofar as personal data are processed by employees of Motus Online Service GmbH,

Section 26 of the Federal Data Protection Act (BDSG) shall be the legal basis for the data processing. If, in connection with the use of “Microsoft Teams”, personal data are not required for the establishment, implementation or termination of the employment relationship, but are nevertheless an elementary component of the use of “Microsoft Teams”, Art. 6, para. 1 f) of the GDPR shall be the legal basis for the data processing. Our interest in these cases is in the effective holding of “online meetings”.

Furthermore, the legal basis for the data processing when “online meetings” are held is Art. 6, para. 1 b) of the GDPR, insofar as the meetings are conducted within the context of contractual relationships (e.g.: business relationships).

If there is no contractual relationship, the legal basis shall be Art. 6, para. 1 f) of the GDPR. Here too, our interest is in the holding of “online meetings” in an effective manner.

### **Recipients / Forwarding of Data**

Personal data that are processed in connection with participation in “online meetings” will not be forwarded to third parties as a matter of principle, unless they are specifically intended to be forwarded. Please note that, as with face-to-face meetings, content from “online meetings” is often specifically intended to communicate information with customers, prospects or third parties and therefore destined to be forwarded.

Further recipients: The provider of “Microsoft Teams” is necessarily furnished with knowledge of the above-mentioned data, insofar as this is provided for within the context of our Order Processing Agreement with “Microsoft Teams”.

### **Data Processing outside the European Union**

Data processing outside the European Union (EU) is not carried out as a matter of principle, as we have restricted our storage location to data centers within the European Union. However, we cannot exclude that the routing of data will take place via internet servers that are located outside the EU. This may be the case in particular if participants in “online meetings” are located in a third country.

However, the data are encrypted during transport over the internet and therefore protected from unauthorized access by third parties.

### **Data Protection Officer**

We have appointed a Data Protection Officer.

He can be reached as follows:

Fabian Fromm

Projekt 29 GmbH & Co. KG

Ostengasse 14

93047 Regensburg

Tel. +49 (0)941-2986930

Mail [anfrage@projekt29.de](mailto:anfrage@projekt29.de)

Web [www.projekt29.de](http://www.projekt29.de)

### **Your Rights as a Data Subject**

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

In the case of a request for information that is not submitted 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 the correction or deletion or to the restriction of processing, insofar as you are entitled to this by law.

Finally, you have a right to object to the processing within the framework of the legal requirements.

A right to data portability also exists within the framework of data protection specifications.

### **Data Deletion**

As a matter of principle, we delete personal data whenever there is no need for their further storage. Such a need may exist in particular if the data are still required in order to fulfil contractual services or to be able to verify and grant or ward off warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion only comes into consideration after the expiry of the respective retention obligation.

### **Right of Appeal to a Supervisory Authority**

You have the right to complain about the processing of personal data by us to a Data Protection Supervisory Authority.

### **Amendment of this Data Protection Information**

We revise this data protection information in the event of changes to the data processing or other circumstances that make this necessary. The current version can always be found on this website.

V.1.1 - Correct as of: 31 August 2021