Data Protection Notice for Online Meetings, Online Training Courses, Phone Conferences, and Webinars Conducted by inovex GmbH using Zoom

This document provides information about how we process personal data in connection with the use of **Zoom**.

Purpose of Data Processing

We use the Zoom tool to conduct conference calls, online meetings, video conferences, online training courses, and/or webinars (hereinafter referred to as “online meetings”). Zoom is a service provided by Zoom Video Communications, Inc., which is based in the United States.

Responsible Party

The party responsible for the processing of data collected during online meetings is inovex GmbH.

Note: If you visit the Zoom website, the provider of Zoom is responsible for the processing of data. Visiting the website is, however, only necessary in order to download the Zoom software.

You can also use Zoom by entering the appropriate meeting ID and any additional data required to access the meeting directly in the Zoom app.

If you cannot use the Zoom app or do not wish to do so, the basic functions can also be used via a browser version, which you can also find on the Zoom website.

Which Data is Processed?

Using Zoom results in different types of data being processed. The amount of data also depends on the data and settings you provide before and during an online meeting.

The following pieces of personal data are processed:

User details: first name, last name, phone number (optional), email address, password (if single sign-on is not used), profile picture (optional), department (optional)

Meeting metadata: topic, description (optional), participant IP addresses, device/hardware information

During recordings (optional): MP4 files of all video, audio, and presentations; M4A files of all audio recordings; text files from online meeting chat sessions

When calling in by phone: details of incoming and outgoing phone numbers, country name, call start and end time. Under certain circumstances, additional connection data for the device – including, for example, its IP address – may also be stored.

Text, audio, and video data: you may have the option to use the chat, question, or survey functions in an online meeting. If you do so, the text entries you make will be processed in order to display them in the online meeting and, if necessary, to log them. To enable video and audio to be played, the data received from your device's microphone and (where applicable) video camera during the meeting will be processed. You can turn off or mute the camera or microphone yourself at any time via the Zoom application.

You must provide at least your name in order to enter the "meeting room" to participate in an online meeting.

Scope of Data Processing

We use Zoom to conduct online meetings. If we intend to record a particular online meeting, we will clearly inform you of this fact in advance and, if necessary, request your consent. The recording function is also displayed in the Zoom app.

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. This will not, however, usually be the case.

In the case of webinars, we may also process the questions asked by webinar participants for the purpose of recording and following up on webinars.

If you are registered as a Zoom user, reports on online meetings (meeting metadata, phone data, webinar questions and answers, webinar survey functions) may be saved to Zoom for up to one month.

The software-side attention-monitoring (attention tracking) option has been **deactivated.**

No automated decision-making as per Art. 22 GDPR is performed.

Lawful Bases for Data Processing

Where personal data is processed for inovex employees, Section 26 of the German Federal Data Protection Act (BDSG) forms the lawful basis for data processing. If personal data collected through the use of Zoom is not required for the establishment, execution, or termination of the employment relationship but is nevertheless required for using Zoom, then Article 6, paragraph 1 (f) of the General Data Protection Regulation (GDPR) forms the lawful basis for its processing. In such cases, our legitimate interest is the effective operation of online meetings.

In other cases – where such meetings are carried out within the framework of contractual relations – Article 6, paragraph 1 (b) of the GDPR forms the lawful basis for data processing.

In the absence of a contractual relationship, the lawful basis is Article 6, paragraph 1 (f) of the GDPR. Here, too, our legitimate interest is to ensure the effective operation of online meetings.

Recipients / Disclosure of Data

Personal data processed in connection with participation in online meetings will not be disclosed to third parties unless it was intended specifically for such disclosure. Please note that, just like content from in-person meetings, content from online meetings is often used expressly to communicate information to customers, interested parties or third parties and is therefore intended for disclosure.

Other recipients: The provider of Zoom is automatically notified of the aforementioned data to the extent permitted by our data processing agreement with Zoom.

Data Processing Outside the European Union

Zoom is a service provided by a company from the USA. This means that personal data is, therefore, also processed in a third country. We have concluded a data processing agreement with the provider of Zoom which complies with the requirements of Article 28 of the GDPR.

An appropriate level of data protection is guaranteed by the EU Standard Contractual Clauses. As an additional protective measure, we have configured our Zoom setup to ensure that online meetings are hosted only via data centres in the EU, the EEA, or secure third countries like Canada and Japan.

Data Protection Officer

We have appointed a Data Protection Officer. This Officer can be contacted at the following address:
Philipp Buck
inovex GmbH
Schanzenstraße 6-20
Kupferhütte 1.13
51063 Cologne
Germany

e-mail: datenschutz@inovex.de

Your Rights as a Data Subject

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

If you make a request for information other than in writing, we ask for your understanding that we may require proof of your identity.

Furthermore, you have the right to request, to the extent permitted by law, **rectification**, **erasure**, or **restriction** of processing of your personal data.

Finally, you have a **right to object**, to the extent permitted by law, to the processing of your personal data.

The data protection legislation also provides the **right to data portability**.

Deletion of Data

We delete personal data as a matter of course if there is no requirement for its continued storage. In particular, a requirement may exist if the data is still needed in order to fulfil contracted services or to establish, exercise, or defend legal claims. Where statutory retention obligations apply, data may be erased only once the applicable statutory retention period has expired.

Right to Lodge a Complaint with a Supervisory Authority

You have the right to lodge a complaint with a **supervisory authority** concerning our processing of personal data.

Modification of this Data Protection Notice

We will revise this Data Protection Notice whenever changes in data processing or other occasions require it. The current version can always be found on this website.

www.inovex.de/datenschutz as of January 5, 2021

This text is a translation of the German original and is provided for information purposes only. In the event of a conflict or inconsistency between the German and English versions, the German-language version shall prevail.