

Data protection information for online meetings and video conferences via Microsoft Teams

Please find below some information from us concerning the processing of your personal data in connection with our use of Microsoft Teams (hereinafter the “Provider”).

1. Body responsible for data processing and who I can contact

Site responsible

Christian Bürkert GmbH & Co. KG
Bürkert GmbH & Co. KG
Bürkert Werke GmbH & Co. KG

Data Protection Officer

Email: datenschutz@burkert.com

2. What data we process and why we process your data (purposes of data processing), as well as the legal basis upon which we do so

We use a “conference tool” (as a supplemental service) to conduct telephone conferences, online meetings and/or webinars (hereinafter: “Online Meetings”). Microsoft Teams is a service provided by the Microsoft Corporation, with its head office in Redmond, USA.

Various data types are processed in conjunction with the use of this service. The scope of the data is dependent on which data you make available prior to or whilst participating in an Online Meeting.

Purposes of data processing	Categories of data
Conduct of Online Meetings	User information (surname, first name, email address, password, etc.) Meeting metadata: topic description, participation duration, etc. When dialling in on the telephone: connection data Text, audio and video data: entries made by the user during the meeting Location information for technical provision of the service.
Organisation of Online Meetings	User information and, where applicable, their contact details
<p>For additional purposes and data categories, please see Microsoft's privacy policy: https://privacy.microsoft.com/en-us/privacystatement as well as in detail under: https://learn.microsoft.com/en-us/compliance/regulatory/gdpr-dsr-Office365 the privacy impact assessment of microsoft can be found at: https://learn.microsoft.com/de-de/compliance/regulatory/gdpr-dpia-office365</p>	

As a matter of principle, records of meetings shall not be made by us. In certain cases, i.e. for training or specific “talk sessions”, it may be necessary to record the meeting. Participants will be informed of

this prior to the Online Meeting. Participants will have the opportunity to disable their own video image or even refrain from participating in the chat.

Irrespective of the case of a recording, where applicable you will have the opportunity to use the chat, question or query functions during an Online Meeting. In this respect, the text entered by you will be processed to be featured in an Online Meeting and, where applicable, recorded. In order to feature video and playback audio, relevant data from your end device microphone and that from any possible video camera will be processed during the meeting. You can switch off or mute the camera or microphone yourself at any time via the application.

To participate in an Online Meeting or to enter a “meeting room”, you will be required to provide the necessary minimum information.

The legal basis for the data processing is, for the organisation and conduct of Online Meetings, Article 6(1)(b) of the GDPR, insofar as the meetings are held within the scope of contractual relationships.

In the absence of a contractual relationship, or in the event that conducting a meeting is not essentially required to fulfil the contract, the legal basis shall be Article 6(1)(f) of the GDPR. In this case, effective communication through Online Meetings is in our best interest.

Insofar as participation in an Online Meeting occurs within the scope of training activities, we have obtained your written consent to this in advance. The legal basis shall then be this consent pursuant to Article 6(1)(1)(a).

Insofar as personal data is processed from employees of Baden-Württembergischer Handwerkstag e.V., Section 26 of the German Federal Data Protection Act (BDSG) shall be the legal basis of the data processing.

If you are registered with a Provider, then further data concerning Online Meetings will be saved (meeting metadata, telephone dial-in data, questions and responses during webinars, query functions during webinars).

3. Who the data is transmitted to (recipient categories)

At as matter of principle, personal data which is processed in connection with participation in Online Meetings shall not be transmitted to third parties, insofar as they are not specifically identified for this disclosure. In the course of participating in Online Meetings, which are intended for the exchange of content, data shall naturally be disclosed in this respect to the participant or the intended recipient. Within our company, this data is only processed by individuals who so require within the scope of meeting organisation or conduct.

Further recipients

The Provider shall have knowledge of the aforementioned data, insofar as this is required within the framework of our order processing contract.

More recipients you will find in the Subprocessors List from Microsoft:

<https://servicetrust.microsoft.com/DocumentPage/aead9e68-1190-4d90-ad93-36418de5c594>

4. Duration of data storage

We will delete your personal data when there is no longer a need for further storage. In particular, there may be a need if the data is still required for the purposes of rendering contractual services. In the case of legal storage obligations, deletion shall only be considered at the end of the respective storage obligation.

Information about the duration of data storage at Microsoft you will find here:

<https://learn.microsoft.com/de-de/compliance/assurance/assurance-data-retention-deletion-and-destruction-overview?source=recommendations>

5. Data transmission to third countries

The service provider is based in the USA. Personal data is thus also processed in a third country. We have concluded an order processing contract with the Provider which complies with the requirements of Article 28 of the GDPR. A suitable level of data protection is ensured by the issuance of what are known as the EU Standard Contractual Clauses.

More recipients you will find in the Subprocessors List from Microsoft:

<https://servicetrust.microsoft.com/DocumentPage/aead9e68-1190-4d90-ad93-36418de5c594>

6. Further mandatory information (e.g. data subject rights, right to complain)

For further mandatory information under Articles 13, 14 and 21 of the GDPR, please refer to our general data protection information on our homepage at:

<https://www.burkert.com/en/Data-Privacy/Data-Privacy>

Updated: 18.08.2022