

## Data protection information for online meetings, online seminars and online job interviews via Zoom

This document informs you of the processing of personal data in connection with the use of the video conferencing tool **Zoom**.

### Purpose of processing

We use the video conferencing tool Zoom for online meetings, seminars and/or online job interviews (hereafter referred to as “online meetings”). Zoom is operated by Zoom Video Communications, Inc., a company based in the United States. Various types of data are processed while using Zoom.

### Controller

The **controller** responsible for processing data **in direct connection with holding an online meeting** is IJAB e.V.

**Note:** When the Zoom website is opened directly, the provider of Zoom is the controller responsible for processing. However, opening the website is only necessary to download the software application in preparation for using Zoom. You can also use Zoom by opening the app and entering the meeting ID plus a password, where applicable.

If you cannot, or do not wish to, use the Zoom app, a browser-based version is available at the Zoom website that offers the basic functionalities of the tool.

### What data are processed?

The amount of data processed not least depends on the information you have communicated ahead of or during an online meeting.

The following personal data may be processed:

- **Information on the user:** First name, last name, phone number (optional), e-mail address, password (if single sign-on is not used), profile picture (optional), department (optional).
- **Meeting metadata:** Subject, description (optional), participants' IP addresses, device/hardware information.
- **If meeting is recorded (optional):** MP4 file containing all video, audio and presentation images, M4A file of audio recordings, text file containing online meeting chat.
- **If participants dial in by phone:** Information on incoming and outgoing phone number, name of country, start and end time. Other meeting data such as the IP address of the device may also be stored.
- **Text, audio and video data:** Some online meetings have chat, question and poll functions enabled. Any text you type into these functions is processed so it can be displayed to participants during the online meeting and, where applicable, logged. The data from the camera and/or microphone of your device are processed for the duration of the meeting to enable the video and audio feed. You can disable your camera and/or mute your microphone at any time by adjusting the respective settings in the Zoom app.

To join an online meeting, at the very least you need to provide your name.

### **Scope of processing**

We use Zoom to hold online meetings. Should we wish to record an online meeting we will tell you this clearly in advance and, where necessary, ask for your consent. The Zoom app indicates when a meeting is being recorded.

Should it be necessary to keep minutes of the online meeting, we will also log chat messages. However, this will not normally be the case.

In the case of seminars, we may log any questions asked by seminar participants for the purpose of recording and debriefing the session.

If you are a registered Zoom user, Zoom may store online meeting logs (meeting metadata, phone dialup information, questions and answers during seminars, poll results in seminars) for up to a month.

IJAB has **disabled** the option offered by Zoom to use attention tracking during online meetings.

Automated decision-making in the sense of Article 22 of the General Data Protection Regulation (GDPR) is not applicable.

### **Legal basis for data processing**

Insofar as personal data of IJAB employees are processed, Section 26 of the German Federal Data Protection Act (amended) is the legal basis. Should, in connection with the use of Zoom, the provision of personal data not be necessary for hiring decisions or, after hiring, for carrying out or terminating the employment contract, yet their provision constitute a vital element of the use of Zoom, Article 6 (1) (f) GDPR is the legal basis for processing said data. In this case, our legitimate interest is the successful holding of online meetings.

Otherwise, the legal basis for processing data during online meetings is Article 6 (1) (b) GDPR where the meetings are held in connection with performing a contract.

Where no contractual relations exist, the legal basis is Article 6 (1) (f) GDPR. Here, too, our legitimate interest is the successful holding of online meetings.

### **Recipient / transfer of data**

As a rule, personal data processed in connection with participation in an online meeting are not transferred to third parties unless the data are specifically designated for this purpose. Please note that data transferred during online meetings - not unlike during in-person meetings - are often specifically designated to be communicated to (prospective) customers or other third parties and as such are designated to be transferred.

Further recipients: The provider of Zoom is only notified of the above data to the extent this is foreseen in our data processing agreement with Zoom.

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

Zoom is operated by a provider based in the United States. The personal data may hence be processed in a third (non-EU) country. We have concluded a data processing agreement with the provider of Zoom that meets the requirements of Article 28 GDPR.

An appropriate level of data protection is assured through the Privacy Shield certification of Zoom Video Communications on the one hand and the inclusion of what are known as EU standard contractual clauses on the other.

### **Data protection officer**

IJAB has appointed a data protection officer who can be contacted at [datenschutz@ijab.de](mailto:datenschutz@ijab.de).

### **Your rights as a data subject**

You have the right to **obtain information** on your personal data and may contact us at any time. Should your request for information not reach us in writing, please note that we may ask you to provide evidence of your identity.

You also have the right to **rectification** of inaccurate personal data that is processed, to the **erasure** of your personal data, and to **restrict the processing** of personal data where this is afforded to you by law. You also have the right to **object** to the processing of your personal data as far as the law provides for this.

Finally, you also have the right to **data portability** under data protection law.

### **Erasure of data**

As a rule, we erase personal data when there is no reason to retain them. Reasons for continuing to retain data may include situations where this is required to perform a contract or to verify, settle or defend any warranty or guarantee claims. Where there is a legal obligation to retain data, the data may only be erased after the retention period in question has expired.

### **Right to lodge a complaint**

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

### **Amendments to this data protection information**

We shall amend this data protection information to reflect any change in data processing or if occasioned by any changes that require it. Our website always carries the most recent version.

***Last updated: 7 May 2020***