

Frankfurt School of Finance & Management gGmbH data protection information for online meetings, telephone conferences and webinars via "Zoom"

We would like to inform you in the following about the processing of personal data in connection with the use of **Zoom**.

Purpose of the processing

We use Zoom to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter referred to as "Online Meetings"). Zoom is a service provided by Zoom Video Communications, Inc. which is based in the USA.

Party responsible and data protection officer

The party responsible for data processing directly related to the execution of online meetings is Frankfurt School of Finance & Management gGmbH, Adickesallee 32-34, 60322 Frankfurt am Main (hereinafter referred to as "Frankfurt School").

You can contact our data protection officer at the above address with the addition "Data Protection Officer" or at the e-mail address: Datenschutzbeauftragter@fs.de

Note: If you call up the Internet site of Zoom, the provider of Zoom is responsible for data processing. However, visiting the internet page is only necessary to download the software for the use of Zoom.

You can also use Zoom if you enter the respective meeting ID and, if necessary, other access data for the meeting directly in the Zoom app.

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

Which data is processed?

Various types of data are processed when using Zoom. The scope of the data also depends on the data you provide before or during participation in an online meeting.

The following personal data are entirely and exclusively subject to processing:

User details: first name, last name, telephone (optional), e-mail 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

For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chat.

When dialling in by phone: information on incoming and outgoing phone number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be saved.

Text, audio and video data (optional): You may be able to use the chat, question or survey functions in an online meeting. In this respect, the text entries you make are processed so they can be displayed in the online meeting and to log

them if necessary. To enable the display of video and the playback of audio, data from the microphone of your terminal device and 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 microphone at any time using the Zoom application.

The following information at a minimum is required from you and processed by Zoom:

To participate in an online meeting or to enter the "meeting room", you must at a minimum provide your name.

Zoom then only processes your IP address and device/hardware information.

Scope of processing

We use Zoom to conduct online meetings. If we want to record online meetings, we will inform you in advance in a transparent manner and - if necessary - ask for your consent. Notification of the recording will also be displayed in the Zoom app.

If necessary for recording the results of an online meeting, we will log the chat content. However, this will usually not be the case.

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

If you are registered as a user at Zoom, reports on online meetings (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) can be stored for up to one month at Zoom.

The option for software-based attention tracking in online meeting tools such as Zoom is **deactivated**.

Automated decision making as defined by Art. 22 GDPR is not used.

Legal basis of data processing

If personal data of employees of Frankfurt School are processed, § 26 BDSG is now the legal basis for data processing. If, in connection with the use of Zoom, personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component of the use of Zoom, Art. 6 para. 1 lit. f) GDPR is the legal basis for data processing. In these cases, we are concerned with the effective conduct of "online meetings".

In other respects, the legal basis for data processing when conducting online meetings is Art. 6 Sect. 1 lit. b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 Sect. 1 lit. f) GDPR. Here too, we are interested in the effective implementation of online meetings.

Recipient / disclosure of data

Personal data processed in connection with participation in online meetings are generally not passed on to third parties unless specifically intended for transfer. Please note that contents from online meetings as well as personal meetings are often used to communicate information to customers, interested parties or third parties and are therefore intended to be transferred.

Other recipients: The provider of Zoom necessarily obtains information regarding the above-mentioned data to the extent that this is provided for in our contract processing agreement with Zoom.

Data processing outside the European Union

Zoom is a service provided by a provider from the USA. Processing of personal data, therefore, takes place in a third country. We have concluded a data processing agreement with the provider of Zoom which meets the requirements of Art. 28 GDPR.

An adequate level of data protection is guaranteed on the one hand by the Privacy Shield certification of Zoom Video Communications, Inc. and on the other hand by the conclusion of the so-called EU standard contract clauses.

Your rights as a data subject

You have the right of access to personal data concerning you. You can contact us for information at any time.

In the case of a request for information that is not made in writing, we ask for your understanding in that we may require you to provide evidence that proves that you are who you claim to be.

You have the right to rectification or erasure or restriction of processing, as far as you are legally entitled.

You have the right to object to the processing within the framework of the statutory provisions.

You also have a right to data portability within the framework of the data protection regulations.

Erasure of data

As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfil contractual services, to check and grant or avert warranty and, if applicable, guarantee claims. In the case of statutory storage obligations, deletion shall only be considered after the expiry of the respective storage obligation.

Right of complaint to a supervisory authority

You have the right of complaint to a data protection supervisory authority about our processing of personal data

Amendment of this privacy policy

We will revise this privacy policy in the event of changes in data processing or other occasions that make this necessary.

Status: 02.04.2020