

Data protection notice of Wittwer Spedition & Logistik GmbH for video conferences and online meetings via Microsoft Teams

We would like to inform you below about the processing of personal data in connection with the use of the video conferencing solution **Microsoft Teams** (hereinafter Teams).

Purpose of processing

We use Teams to conduct video conferences and online meetings (hereinafter online meetings). Teams is a service of

Microsoft Ireland Operations Limited

One Microsoft Place
South County Business Park
Leopardstown
Dublin 18
D18 P521
Ireland,

a Microsoft Corporation company, One Microsoft Way, Redmond, WA 98052 – 6399 USA.

Controller

Controller of data processing directly related to the conduct of online meetings is Wittwer Spedition & Logistik GmbH, Blauänger 10, 82438 Eschenlohe, e-Mail: disposition@spedition-wittwer.de, phone: +49 (0) 8824 92 11 0.

Note: If you access the Teams website, the provider of Teams is responsible for data processing. However, accessing the website is only necessary in order to download the software for using Teams.

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

The privacy policy of the provider of Teams can be found at <https://privacy.microsoft.com/en-us/privacystatement>

Data Protection Officer

We have appointed a data protection officer. You can reach him via e-mail at datenschutz@starhead.de or by phone at +49 (0) 8171 42 88 55 0.

What data is processed?

When you use Teams, various types of data are processed. The scope of the data also depends on the information you provide before or during participation in an online meeting.

The following personal data are subject to processing:

- Inventory data (e.g. name, address)
- Contact data (e.g. e-mail, telephone number)
- Content data (e.g. text input, photographs, videos)
- Usage data (e.g. websites visited, interest in content, access time)
- Meta/communication data (e.g. device information, IP address)

- Profile data (e.g. your username is you provide it of your own accord)

In order to enable the display of video and the playback of audio, data from the microphone of your end devices as well as from any video camera of the end device will be processed accordingly for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time through the Teams application.

To join an online meeting, you must at least provide your name to enter the meeting room.

Scope of Processing

We use 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 consent.

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. However, this will generally not be the case.

If you are registered as a user with Teams, Microsoft processes data that you provide to create your account or register for events, webinars, surveys, etc.

The possibility of software-based attention monitoring that exists in online meeting tools such as Teams is **deactivated**.

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

Legal Basis for Data Processing

For employees of Wittwer Spedition & Logistik GmbH, § 26 BDSG ist the legal basis for data processing. If, in connection with the use of Teams, data is not required for data processing, but is nevertheless an elementary component in the use of Teams, art. 6 para. 1 lit. f GDPR is the legal basis for data processing. In these cases, our interest is in the effective implementation of online meetings.

For other participants in online meetings – insofar as the meetings are conducted in the context of contractual relationships – art. 6 para. 1 lit. b GDPR is the legal basis for data processing.

If no contractual relationship exists, the legal basis is art. 6 para. 1 lit. f GDPR. Here, too, our interest is in the effective implementation of online meetings.

Recipients / Transfer of data

Personal data processed in connection with participation in online meetings will not be passed on to third parties unless it is intended to be passed on. Please note that the content of online meetings, as well as personal meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Other recipients: The provider of Teams necessarily receives knowledge of the above-mentioned data insofar as this is provided for in the context of our order processing agreement with Microsoft.

Data Processing outside the European Union

Teams is a service provided by a provider from the USA. A processing of personal data in a third country can therefore not be excluded. We have concluded an order processing agreement with the provider of Teams that complies with the requirements of art. 28 GDPR.

An adequate level of data protection is guaranteed by the conclusion of the so-called EU standard contractual clauses.

Your Rights as Data Subject

You have the right to obtain **information** about the 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 that we may require proof from you that you are the person you claim to be.

Furthermore, you have a right to **correction** or **deletion** or to **restriction** of processing, insofar as you are entitled to this by law.

Finally, you have a right to **object** to processing within the scope of the law.

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

Deletion of Data

We delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion will only be considered after expiry of the respective retention obligation.

Right to Lodge a Complaint with a Supervisory Authority

You have the right to complain about the processing of personal data by us to a supervisory authority for data protection.