

## Privacy notices for online meetings, conference calls and video conferences via "Microsoft Teams" and "RingCentral" by the Filtration Group GmbH

We would like to inform you in the following about the processing of personal data in connection with our use of "Microsoft Teams" and "Ring Central".

### 1. Person responsible for data processing and who can I contact

**Responsible authority:**

Filtration Group GmbH

Schleifbachweg 45

74613 Öhringen

Mail: [industrial@filtrationgroup.com](mailto:industrial@filtrationgroup.com)

Telefon: +49 7941/ 64660

**Data protection officer:**

EmEtz GmbH

Mail: [datenschutz@filtrationgroup.com](mailto:datenschutz@filtrationgroup.com)

### 2. What data we process and what we process your data for (purposes of processing) and on what legal basis we do so

We use the following "conferencing tools" (hereinafter referred to as "Services") to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter referred to as "Conferencing Tools"):

"Online Meetings"). In doing so, we use two meeting tools depending on the situation and requirements.

Microsoft Teams (abbreviated MS Teams or just Teams) is a platform that combines chat, meetings, notes and attachments. Microsoft is based in the USA, Microsoft Corporation One Microsoft Way Redmond, WA 98052-6399.

RingCentral is located in the United States, RingCentral Global Headquarters RingCentral, Inc. Belmont, CA 94002, USA Phone: 888-528-RING (7464)

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

Purpose the data processing	Categories of data
Implementation of online meetings	User details (name, first name, e-mail address, password)  Meeting metadata: Topic Description, attendance time  When dialling in with the telephone: Connection data  Text, audio and video data: Input by the user during the meeting  Location information for the technical provision of the service.

Organization of Online Meetings	Information about the user and, if applicable, his contact details
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**Recordings of the meetings are generally not made by us.**

You may have the option of using the chat, question or survey functions in an "online meeting". To this extent, the text entries you make are processed in order to display and, if necessary, log them in the "online meeting". In order to enable the display of video and the playback of audio, the data from the microphone of your terminal device and from 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 yourself at any time using the applications.

To participate in an "online meeting" or to enter the "meeting room", you must provide the minimum information required for this purpose.

The legal basis for data processing is Art. 6 para. 1 lit. b) DSGVO in the organisation and conduct of "online meetings", insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, or the holding of the meeting is not essential for the fulfilment of the contract, the legal basis is Art. 6 para. 1 lit. f) DSGVO. Here we are interested in effective communication by holding "online meetings".

As far as personal data of employees of the Filtration Group GmbH are processed, Art. 26 BDSG is the legal basis for data processing.

If you are registered as a user with the "provider", further data can be stored via "online meetings" (meeting metadata, data for telephone dial-in, questions and answers in webinars, survey function in webinars).

Please refer to the data protection information of the respective provider for the scope of data processing. <https://privacy.microsoft.com/de-de/privacystatement> and <https://www.ringcentral.co.uk/legal/last-update-October-15-2019/privacy-notice> .

### **3. To whom the data is disclosed (categories of recipients)**

Personal data that is processed in connection with participation in "online meetings" is generally not passed on to third parties, unless it is specifically intended for this purpose. In the course of participation in "online meetings", which are intended for the exchange of content, the data will of course be passed on to the participants or the intended recipients. Within our company, only those persons who need the data in order to organize or conduct the meeting process the data.

Other recipients:

The provider necessarily obtains knowledge of the above-mentioned data to the extent that this is provided for in our contract processing agreement with the provider.

#### **4. Duration of data storage**

As a matter of principle, 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 fulfil contractual services. In the case of legal storage obligations, deletion only comes into consideration after expiry of the respective storage obligation.

#### **5. Data transfers to third countries**

The service provider is from the USA. A processing of personal data therefore also takes place in a third country. We have concluded an order processing contract with the service provider which complies with the requirements of Art. 28 DSGVO. An adequate level of data protection is guaranteed on the one hand by "Privacy Shield" certification, but also guaranteed by the conclusion of the so-called EU standard contract clauses.

#### **6. Further mandatory information (e.g. rights of data subjects, right of appeal)**

For further mandatory information under Art. 13, 14 and 21 of the DSGVO, please see our general information on data protection on our homepage

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