

## **Information on data protection: Web meetings with "Zoom"**

The Arnold-Bergstraesser-Institute in Freiburg (hereinafter: ABI) processes personal data in connection with telephone conferences, online meetings, videoconferences and/or webinars (hereinafter: web meetings) using the service provider "Zoom". With this data protection notice, the ABI would like to inform you in accordance with Art. 13 General Data Protection Regulation (GDPR) about the processing of your personal data in the context of web meetings.

### **1. Name and contact details of the person responsible for data processing**

ABI, represented by the Managing Director, Dr Martin Adelman, Windausstraße 16, 79110 Freiburg, Germany. Phone: +49 761 888 78 15, email: martin.adelmann@abi.uni-freiburg.de

Please note: Insofar as you access the Zoom website, the provider of Zoom is responsible for data processing. However, accessing the website is only necessary to download the software. You can also use Zoom if you enter the relevant meeting ID and, if applicable, further access data for the meeting directly in the Zoom app. If you do not want to or are unable to use the Zoom app, the basic functions can also be used via a browser version, which you can also find on the Zoom website.

### **2. Contact details of the data protection officer(s)**

Managing Director, Dr Martin Adelman, Windausstraße 16, 79110 Freiburg, Germany. Phone: +49 761 888 78 15, email: martin.adelmann@abi.uni-freiburg.de

### **3. Scope of processing**

When using Zoom, various types of personal data are processed. The scope of data processing also depends on the information you provide prior to or during your participation in a web meeting and which settings you choose.

The following personal data is processed:

User information: You can participate in web meetings without providing uniquely identifiable user data. In order to do so, choose a pseudonym as your user name. If you are logged in to your existing Zoom user account when you enter the web meeting, the data stored there will be processed. This may include: your first name, last name, telephone (optional), email address, password (if "single sign-on" is not used), profile picture (optional), department (optional). In addition, when you log in to the Zoom user account, reports are generated about web meetings (meeting metadata, phone dial-in data, questions and answers in webinars, polling function in webinars) which are stored by Zoom for up to one month.

Meeting metadata: Topic, description (optional), IP addresses of the attendees, device/hardware information.

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

If dialling in by phone: Incoming and outgoing phone number information, country name, start and end of the call. Where applicable, further connection data such as the IP address of the device may be stored.

Text, audio and video data: You may be able to use the chat, question or poll functions in a web meeting. In this respect, the text you enter will be processed in order to be displayed and, if applicable, recorded in the web meeting. To enable the display of video and playback of audio, Zoom records the data from the microphone of your device and from the video camera during the meeting. You can switch off the camera or mute the microphone yourself at any time via the buttons “switch off” or “mute” within the Zoom application.

#### **4. Purposes and legal basis of processing**

Your personal data will be processed by the ABI to fulfil the obligations set out in the Landeshochschulgesetz (the State University Act) for Baden-Württemberg, in particular for the purposes of research and teaching. The tool Zoom is used in order to be able to perform these tasks also digitally. The legal basis is Art. 6 para. 1 lit. e) GDPR in conjunction with the State University Act for Baden-Württemberg. Insofar as personal data of employees of the ABI are processed, Section 26 of the Federal Data Protection Act (BDSG) is the legal basis for this data processing.

Please note: If a lecturer or researcher would like to record a web meeting (video and/or sound) and/or store the recordings from chat and whiteboard, you will be asked separately for your consent. If you refuse to give your consent, this may result in your being unable to participate in the web meeting. However, you will always have the possibility to watch the recording at a later date, so that you will not suffer any disadvantages from not giving your consent. You can revoke your consent at any time vis-à-vis the respective instructor.

#### **5. Recipients of the data**

Personal data that is processed in connection with participation in web meetings will not be passed on to third parties, unless it is specifically intended to be passed on. The provider of Zoom necessarily receives knowledge of the above-mentioned data, to the extent provided for within the framework of the contract with Zoom.

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

Zoom is a service of Zoom Video Communications, Inc., based in the USA. Processing of personal data thus also takes place in a third country. An appropriate level of data protection is ensured by the conclusion of the EU Standard Contractual Clauses (SCC).

#### **7. Storage period**

Your personal data will be stored until the purpose of the data processing ceases to apply or until the expiry of statutory or official retention obligations.

#### **8. Rights of the persons concerned**

According to the GDPR, you are entitled to the following rights under the conditions specified in the law: right of access by the data subject (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (“right to be forgotten”) (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right

to data portability (Art. 20 GDPR) and right to object (Art. 21 GDPR). In addition, you have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).