

Information pursuant to Art. 13 DSGVO for the processing of personal data when using the “MS Teams“ video conferencing tool

Responsible body for data processing:

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Microsoft is responsible for data processing in direct connection with calling up the Internet pages of the provider of this online meeting tool.

Microsoft Privacy Policy:
<https://privacy.microsoft.com/de-DE/privacystatement>

Purpose of data processing

In order to enable location-independent communication in business operations, the use of the process is necessary. Participants are shown documents or presentations, for example, and process flows are visually displayed. In addition, the application is used in pandemic situations to conduct job interviews in order to avoid possible infections.

Legal bases of the processing

The legal basis for the processing of personal employee data is section 26 BDSG. If the personal data in connection with the use of the online meeting tools is not required for the establishment, implementation or termination of the employee relationship, the legal basis is Art. 6 para. 1 f DSGVO (economic interest). Our legitimate interest is the use of a location-independent communication platform in order, among other things, to be able to maintain part of the business operations in times of crisis, such as an epidemic or in the event of a disaster. Within the framework of the balancing of interests, the interest of the controller is conducting the video conference prevails. A more lenient means is not possible, among other things, because presentations cannot be shown during a telephone conference. If personal data is collected and processed in the context of contractual relationships, or for the implementation of pre-contractual measures, the legal bases are §26 BDSG and Art. 6 para. 1 b DSGVO (e.g., job interviews).

Categories of personal data

Possible details about the user are: Name, first name, telephone (optional), e-mail address, password (if “single sign-on“ is not used), profile picture (optional) and department (optional), image and sound transmission (optional), content of communication. In case of application additionally, e.g., certificates and other proof of qualifications. Meeting metadata: Topic, description (optional), participant IP address, device/hardware information. If recorded: MP4 file of video, audio and presentation recordings, text file of online meeting chat. If dialling in with the telephone: telephone number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be stored.

Recipients or categories of recipients of the personal data

Personal data collected during the processing will be accessible to the following recipients:

- All persons who also participate in the video conference (employees of the controller and/or other business partners of the controller)
- Microsoft Office 365 as provider of the service

Information on possible third country transfers of the personal data

In principle, there is no provision for the transfer of data to third countries. An agreement (Online Services Data Protection Addendum (DPA) and Online Services Terms (OST)) has been concluded with Microsoft Ireland Operations Limited. Nevertheless, access by American authorities to the data of Microsoft Ireland Operations Limited cannot be completely ruled out, as the parent company of Microsoft Ireland Operations Limited has its registered office in the USA and the law applicable there permits this under certain circumstances. The USA is assessed by the European Court of Justice as a country with an insufficient level of data protection according to EU standards. There is a risk that your data may be processed by US authorities for control and monitoring purposes. For the implementation of the rights of the data subject in the event of access by the American authorities, reference is made to the guarantees assumed by Microsoft Ireland Operations Limited.

Information on automated decision making

Automated decision-making does not apply to this processing.

Duration of the storage of personal data

Personal data is generally deleted if there is no need for further storage. A requirement may exist if the data is needed to fulfil contractual services, to check, grant or ward off warranty or guarantee claims. In the case of statutory retention periods, data will be deleted after the retention period has expired.

Data subjects' rights

According to the General Data Protection Regulation, data subjects have the following rights:

The right to obtain information about the data stored about you (Art. 15 DSGVO)

If inaccurate personal data are processed, you have the right to rectification (Art. 16 DSGVO).

If the legal requirements are met, you may request the erasure or restriction of processing as well as object to processing (Art. 17, 18 and 21 DSGVO).

If you have consented to the data processing or if there is a contract for data processing and the data processing is carried out with the help of automated procedures, you may have a right to data portability (Art. 20 DSGVO).

Requests for information, the revocation of consent granted or the exercise of the data subject rights can be addressed to datenschutz@lactoprot.de. If you make use of your above-mentioned rights, we will check whether the legal requirements for this are met. Furthermore, you have the right to lodge a complaint with a supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company headquarters. The contact details can be found in the following link:

https://www.datenschutzwiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte

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