

Notes on data privacy | MS Teams and Pascom

mk Plast GmbH & Co. KG
Kuhlgasse 18
52156 Monschau
(„Responsible person" according to Art. 4 no. 7 DSGVO)

Data Protection Officer

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Dear Sir or Madam,

Since May 25, 2018, a new, uniform data protection law has applied throughout the European Union. The EU General Data Protection Regulation (Regulation (EU) 2016/679) as well as the new Federal Data Protection Act (BDSG n.F.), which has been in force since May 25, 2018, contain the relevant provisions on data protection. These two laws also affect data processing in connection with the use of video conferencing systems.

In particular, the GDPR obliges the controller as a processor of personal data to inform their data subjects about the data collection, and processing, and to inform them of their rights under the GDPR. In this document, we show you which personal data we process in video conferencing systems. In addition, we hereby inform you of your general rights in connection with the processing of your personal data (hereinafter also referred to as "data subject rights"). The existence of the rights listed below is subject to the proviso that the legal requirements for exercising them are met in the individual case.

Data protection information for online meetings, telephone conferences and webinars via "Microsoft Teams" and "Pascom" of mk Plast GmbH & Co. KG

We would like to inform you below about the processing of personal data in connection with the use of "**Microsoft Teams**" and "**Pascom**".

1. purpose of the processing

We use the "Microsoft Teams" and "Pascom" tool to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Microsoft Teams" is a service of Microsoft Corporation.

Pascom GmbH & Co. KG is a German-based provider of voice over ip-telephony. Online meetings can be conducted via the VoIP telephone system.

2. responsible party

The **person responsible** for data processing directly related to the performance of "online meetings" is mk Plast GmbH & Co. KG

Note: Insofar as you call up the "Microsoft Teams" website, the "Microsoft Teams" provider is responsible for data processing. However, calling up the Internet page is only necessary to download the software for using "Microsoft Teams".

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

Participation in Pascom meetings takes place exclusively via your browser.

3. What data is processed?

When using "Microsoft Teams" and "Pascom", various types of data are processed. 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 subject to processing:

User details: e.g. display name ("Display Name"), e-mail address if applicable, profile picture (optional), preferred language.

Meeting metadata: e.g. date, time, meeting ID, phone numbers, location

Text, audio and video data: you may have the option of using the chat function in an "online meeting". To this extent, the text entries you make are processed in order to display 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 accordingly for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time via the applications.

4. scope of processing

We use "Microsoft Teams" and "Pascom" to conduct "online meetings". If we want to record "online meetings", we will transparently inform you in advance and - if 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 usually not be the case.

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

5. legal basis of data processing

As far as personal data of employees of mk Plast GmbH & Co. KG are processed, § 26 BDSG is the legal basis for data processing. If, in connection with the use of "Microsoft Teams" and "Pascom", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component in the use of "Microsoft Teams" and "Pascom", Article 6 (1) f) DSGVO is the legal basis for data processing. Our interest in these cases is to effectively conduct "online meetings".

For the rest, the legal basis for data processing when conducting "online meetings" is Art. 6 (1) lit. b) DSGVO, insofar as the meetings are conducted in the context of contractual relationships. Should no contractual relationship exist, the legal basis is Art. 6 para. 1 lit. f) DSGVO. Here, too, our interest is in the effective implementation of "online meetings".

6. recipients / passing on of data

Personal data processed in connection with participation in "Online Meetings" will not be disclosed to third parties as a matter of principle, unless it is specifically intended for disclosure. 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 "Microsoft Teams" and "Pascom" necessarily obtains knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing agreements with "Microsoft Teams" and "Pascom" via the intermediary IT service provider.

7. data processing outside the european union

Data processing outside the European Union (EU) does not take place in principle, as we have limited our storage location to data centers in the European Union. However, we cannot exclude the routing of data via Internet servers located outside the EU. This may be the case in particular if participants in "Online Meeting" are located in a third country. However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

8. your rights as a 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 **rectification** 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. A right to **data portability** also exists within the framework of the data protection legal requirements.

9. Deletion of data

We delete personal data in principle 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.

10. right of complaint to a supervisory authority

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

11. amendment of this data protection notice

We revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. The current version can always be found on this website: www.mkplast.de (English).

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Monschau, 02.03.2021