

Data protection information for participants in online meetings, conference calls and webinars via Microsoft TEAMS

In accordance with Art. 13 and 14 of the General Data Protection Regulation (GDPR)

Data protection is important to us. The following information explains how we use your personal data and outlines your rights.

1. Entity responsible for data processing and contact person

Sprimag Spritzmaschinenbau GmbH & Co.KG
Henriettenstraße 90
73230 Kirchheim unter Teck

CEO Joachim Baumann

E-Mail: info@sprimag.de

Note: If you access the "Microsoft Teams" website, the provider of "Microsoft Teams" is responsible for data processing. However, if you want to participate to a Microsoft TEAMS session it is only necessary to access the Internet site one time in order to download the software for using "Microsoft Teams".

If you do not want to or cannot use the "Microsoft Teams" app, you can use "Microsoft Teams" from your browser. The service is then also provided via the website of "Microsoft Teams".

2. Contact details of the Data Protection Officer (DPO)

Bernd Knecht
Rotdornweg 7
73230 Kirchheim /Teck

E-Mail: datenschutz@sprimag.de

3. Purpose and legal basis on which we process personal data

We process all personal data in accordance with the provisions of the General Data Protection Regulation (GDPR), the Data Protection Adaptation and Implementation Act (EU DSAnpUG-EU) and other relevant data protection regulations.

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

If we want to record "online meetings", we will inform you about this transparently in advance and - if necessary - ask for your consent.

If 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.

If personal data of employees of Sprimag Spritzmaschinenbau GmbH & Co. KG will be processed, § 26 DSAnpUG-EU is the legal basis for data processing. If, in connection with the use of "Microsoft Teams", personal data is not required for the establishment, performance or termination of employment, but is nevertheless an integral part of the use of "Microsoft Teams", Art. 6 para. 1 (f) GDPR is the legal basis for data processing. In these cases, we are interested in the effective implementation of "online meetings".

Moreover, the legal basis for data processing in the context of "online meetings" is Art. 6 para. 1 (b) GDPR, insofar as the meetings are held within the framework of contractual relationships. If no contractual relationship exists, the legal basis is Art. 6 para. 1 (f) GDPR. Here too, we are interested in the effective execution of "online meetings".

4. Categories of personal data we process

When using "Microsoft Teams", different types of data are processed. The scope of the data also depends on the information you provide on data before or after you enter the data. when participating in an "online meeting".

The following personal data are subject to processing:

User information:

e. g. display name, if necessary E-mail address, profile picture (optional), preferred language

Meeting-metadata:

e.g. date, time, meeting-ID, phone numbers, location

Text-, audio- and video-data:

If and when necessary, you will have the possibility to use the chat function in an "online meeting. " Insofar, the text entries you make are processed to display them in the "online meeting. " In order to enable the display of video and the playback of audio, the data from your device's microphone and any video camera on the device are processed accordingly during the duration of the meeting. You can mute or turn off the camera or microphone yourself at any time while using the "Microsoft Teams" applications.

5. Who will get to see your data?

Personal data processed in connection with participation in "online meetings" are generally not passed on to third parties, unless they are specifically intended to be passed on. Please note that content from "online meetings" as well as personal meetings often serves precisely to communicate information with customers, interested parties or third parties and is therefore intended for disclosure.

Other recipients: The provider of "Microsoft Teams" necessarily receives knowledge of the above Data, as far as this is provided for in the context of our contract processing agreement with "Microsoft Teams".

6. Transfer of personal data to a third country or international organization

In principle, data processing outside the European Union (EEU) does not take place because we have limited our storage location to data centers in the European Union. However, we cannot rule out the possibility that the routing of data takes place via Internet servers located outside the EEU. This may be the case, in particular, if participants in "online meetings" are in a third country. However, the data is encrypted during transport via the Internet and thus protected against unauthorized access by third parties.

7. How long we'll keep your information?

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, to provide warranty and, if necessary, to be able to examine and grant or defend warranty claims. In the case of legal storage obligations, deletion shall only be considered after the expiry of the respective storage obligation.

8. To what extent do we use automated individual decision-making (including profiling)?

We do not use any purely automated decision-making processes in accordance with Article 22 GDPR. Should we ever make use of such processes in individual cases, you will be notified of such separately if legally required.

9. Your data protection rights

You have the right of access to personal data concerning you. You can contact us at any time for information.

In the case of a request for information that is not made in writing, we ask for your understanding that we may have to require evidence from you that you are the person you claim to be.

Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so. Finally, you have the right to object to the processing within the framework of the legal requirements.

There is also a right to data transferability within the framework of data protection regulations.

More detailed information about your rights can be found in the data protection declaration for applicants, for customers and interested parties as well as for suppliers and service providers which is also published on this website.

If you consider the processing of your personal data unlawful, you can lodge a complaint with a supervisory authority that is responsible for your place of residence or work or for the place of the suspected infringement (Art. 77 GDPR). The supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information
Königstrasse 10 a
70173 Stuttgart, Germany

Phone: +49 (0) 711 / 615541-0

Fax: +49 (0) 711 / 615541-15

Email: poststelle@lfdi.bwl.de

Web: <https://www.baden-wuerttemberg.datenschutz.de>

10. Scope of the data you are required to provide

You are only required to provide us with the data which is necessary for the participation and execution of "online meetings". Without this information, we will usually not be able to execute an "online meeting". Should we ever request any data in excess of this essential data, we will specifically make you aware of the fact that provision of such data is voluntary.

11. Status and Updating of this data protection information

This data protection information is the current version valid since 01st October 2020. We reserve the right to update this data protection information at any time, in order to comply with legal practice and changed behavior of public authorities and / or to improve data protection and privacy.