

The aim of this information is to inform you about the processing of your personal data in connection with the use of *Microsoft Teams/ Go To Webinar* and to inform you about the rights to which you are entitled.

## Purposes of processing

We use the Microsoft Teams and Go To Webinar tool to conduct conference calls, online meetings, video conferences and/ or webinars (hereinafter: Online Meetings). Microsoft Teams is a service of Microsoft Corporation which is headquartered in the USA. Go To Webinar is a service of LogMeIn Ireland Limited.

## Name and contact details of controller

Wachendorff Prozesstechnik GmbH & Co. KG  
Industriestr. 7  
65366 Geisenheim, Germany  
Telephone: + 49 (0)6722 – 99 65 20  
Email: [info@wachendorff.de](mailto:info@wachendorff.de)  
Managing director: Robert Wachendorff

## Note:

To the extent that you access the Microsoft/ MS Teams or Go To Webinar website, the Microsoft Teams or Go To Webinar provider is responsible for data processing. However, accessing the website is only necessary to use Microsoft Teams or Go To Webinar in order to download the software for using Microsoft Teams or Go To Webinar or to participate in an online meeting. You can also use Microsoft Teams or Go To Webinar by entering the applicable meeting ID and, if applicable, other meeting credentials directly in the Microsoft Teams app or Go To Webinar app. If you do not want to or cannot use the Microsoft Teams app or Go To Webinar app, then the basic functions can also be used via a browser version, which you can also find on the Microsoft Teams website.

## Contact details of internal data protection officer

Data protection officer (Datenschutzbeauftragter)  
Wachendorff Prozesstechnik GmbH & Co. KG  
Industriestr. 7  
65366 Geisenheim, Germany  
Telephone: + 49 (0)6722 – 99 65 400  
Email: [datenschutz@wachendorff.de](mailto:datenschutz@wachendorff.de)

## What data is processed?

When using Microsoft Teams or Go To Webinar, various types of data are processed. The scope of the data also depends on the information you provide before or during participation in an online meeting.

**The following personal data are subject to processing:**

- Details of the user:
- First name
- Last name
- Telephone (optional)
- E-mail address, password (if single sign-on is not used)
- Profile picture (optional)
- Department (optional)

**Meeting metadata:**

- Topic
- Description (optional)
- Participant IP addresses
- Device/hardware information
- Text file of the online meeting chat

**In case of recordings (optional):**

- MP4 file of all video, audio and presentation recordings
- M4A file of all audio recordings
- Text file of the online meeting chat

**In case of dial-up with the telephone (optional):**

Information on incoming and outgoing call number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be stored.

**Text, audio and video data:**

You may have the option of using the chat, question or survey functions in an online meeting. In this respect, the text entries you make are processed in order to display them in the online meeting and, if necessary, to log them. 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 are processed accordingly for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time via the Microsoft Teams or Go To Webinar applications.

To join an online meeting or enter the meeting room, you must at least provide information about your name.

## **Scope of processing**

We use Microsoft Teams and Go To Webinar to conduct online meetings.

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

**The fact of the recording will also be displayed to you in the Microsoft Teams or Go To Webinar app.**

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. However, this will generally not be the case.

In the case of webinars, we may also process questions asked by webinar participants for purposes of recording and following up on webinar.

If you are registered as a user with Microsoft Teams or Go To Webinar, then reports of online meetings (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) may be stored by Microsoft Teams or Go To Webinar for up to one month.

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

## **Legal bases of data processing**

Insofar as personal data of employees of the Wachendorff Automation GmbH & Co. KG is processed, Section 26 of the German Federal Data Protection Act (BDSG) is the legal basis for data processing. If, in connection with the use of Microsoft Teams or Go To Webinar, personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component of the use of Microsoft Teams or Go To Webinar, Art. 6 (1) f) of the GDPR is the legal basis for data processing. In these cases, our interest is in the effective implementation of online meetings.

Otherwise, the legal basis for data processing when conducting online meetings is Art. 6 (1) lit. b) GDPR, insofar as the meetings are conducted in the context of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here, too, our interest is in the effective conduct of online meetings.

## **Recipient / Sharing of data**

Personal data processed in connection with participation in online meetings will not be disclosed to third parties unless it is intended for disclosure. Please note that content from online meetings, as well as face-to-face meetings, is often used to communicate information with customers, prospects, or third parties and is therefore intended for disclosure.

Other recipients: The provider of Microsoft Teams and Go To Webinar will necessarily receive knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing contract with Microsoft Teams or Go To Webinar.

## **Transmission of personal data to third countries**

Microsoft Teams is a service provided by a provider from the USA. Personal data is therefore also processed in a third country.

To ensure a maximum level of data protection, a contract has been concluded with Microsoft Corporation in accordance with the EU standard contractual clauses.

## **Your rights as affected person**

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 correction or deletion or to restriction of processing, insofar as you are entitled to this by law.

Finally, you have the right to object to processing within the scope of the law.

You also have the right to data portability within the framework of the data protection regulations.

## **Data deletion**

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 fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion is only possible after the expiry of the respective retention obligation.

## **Your rights and the right to lodge a complaint with a supervisory authority**

In line with the requirements defined in Article 15 et seq. GDPR, you have a right of access with regard to your personal data and rights to rectification, erasure and the restriction of processing, a right to object to the processing and a right to data portability vis-à-vis Wachendorff GmbH.

If you consider that the processing of your personal data infringes the GDPR, you have the right to lodge a complaint with the data protection supervisory authority in Hesse or with any other data protection supervisory authority (Article 77 GDPR).

The responsible supervisory authority in Hesse is:

Hesse Commissioner for Data Protection and Freedom of Information  
(Der Hessische Beauftragte für Datenschutz und Informationsfreiheit)

Postfach 3163

65021 Wiesbaden, Germany

Telephone: +49 (0)611 1408 - 0

Fax: +49 (0)611 1408 – 611

## **Changes to this privacy policy**

We reserve the right to adapt this data protection declaration to technical and legal requirements at any time. In addition, we refer to our data protection information on our websites.

We will revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. You will always find the current version on this website.

The current version of the data protection notice can be found on the websites of the respective providers.