

Information on the collection of personal data in accordance with Art. 13 of the European General Data Protection Regulation

1. DESCRIPTION OF THE PROCESSING ACTIVITY

Information on data protection with respect to the processing of personal data in connection with the use of Cisco Webex Meetings.

2. THE DATA CONTROLLER WITH RESPECT TO THE PROCESSING OF DATA DIRECTLY ARISING FROM ONLINE MEETINGS IS:

Hertz&Selck GmbH & Co.
Tarpfenring 23
22419 Hamburg, Germany
Tel. +49 [0]40-43 25 76-0
Fax +49 [0]40-43 25 76-50
info@hertz-selck.de

3. THE DATA CONTROLLERS WITH RESPECT TO THE PROCESSING OF DATA DIRECTLY RELATED TO ACCESS TO THE WEBSITES OPERATED BY THE PROVIDERS OF THESE ONLINE MEETING TOOLS ARE THE RESPECTIVE PROVIDERS

Cisco Webex Meetings

4. CONTACT DATA OF THE DATA PROTECTION OFFICER:

Mr Thomas Cedzich
c/o Vater Solution GmbH
Liebigstraße 26
24145 Kiel
datenschutz@hertz-selck.de

5. PURPOSE OF PROCESSING

The use of the procedures described above is necessary to ensure joint coordination across the various locations and to maintain communications in the company's business operations. For example, documents and presentations are also shown and processes visualised.

6. LEGAL BASIS OF PROCESSING

The legal basis for the processing of personal employee data is Section 26 of the German Federal Data Protection Act. If the personal data in connection with the use of the online meeting tools is not necessary for the formation, performance or termination of the employment contract, the legal basis is Art. 6(1)f of the European General Data Protection Regulation F DSGVO (economic interest). Our legitimate interest is

the use of a communications platform across multiple locations in order to maintain part of the company's business operations in times of crisis, among other things, e.g. in the event of an epidemic or catastrophe. The interests of the data controller in holding an online meeting outweigh any interests that other parties may have. An alternative form is not possible as in a telephone conference, for example, it is not possible to show presentations.

Where personal data is collected under contractual relations, the legal basis is provided by Art. 6(1)b of the European General Data Protection Regulation.

7. CATEGORIES OF PERSONAL DATA

Information on the user: Last name, first name, telephone number (optional), e-mail address, password (unless the single-sign-on process is used), profile image (optional) and department (optional), video and audio streaming, content of the communications.

Meeting metadata: Agenda, description (optional), participant's IP address, device/hardware information. The meeting is not recorded.

If the participants dial in over the telephone: telephone number, country, start and end time. Additional connection data, e.g. the IP number of the device, may also be stored.

8. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA

- Employees or business partners with technical devices allowing them to participate in the online meeting.
- Provider of the streaming service

9. TRANSMISSION OF PERSONAL DATA TO A NON-EU COUNTRY

The provider of Cisco Webex Meetings is domiciled in the United States.

Data may therefore be transmitted to the United States, which is a country outside the European Union.

10. AUTOMATIC DECISION-MAKING

There is no automatic decision-making process.

11. DURATION FOR WHICH THE PERSONAL DATA MAY BE STORED

As a general rule, we delete personal data when it no longer needs to be stored. It may be particularly necessary to store personal data if it is still required to perform contractual obligations or to verify, grant or reject warranty or guarantee obligations. Where statutory archiving periods apply, the data concerned cannot be deleted until the expiry of such period.

12. RIGHTS OF THE DATA SUBJECT

You have the following rights under the European General Data Protection Regulation:

If your personal data is processed, you have the right to request information on the data stored pertaining to you (Art. 15 of the European General Data Protection Regulation).

You have the right to rectification if your personal data is incorrect (Art. 16 of the European General Data Protection Regulation).

Provided that the statutory requirements have been met, you may request that your personal data be erased and you may restrict the processing of your personal data; you may also object to its processing (Art. 17, 18, and 21 of the European General Data Protection Regulation).

If you have consented to the processing of your personal data, or if a contract regarding such processing has been made and your data is being processed by automated means, you may also be entitled to data portability (Art. 20 of the European General Data Protection Regulation).

If you require any further information, wish to revoke any consent that you have granted or exercise any of your rights as a data subject, please contact the data controller referred to in Section 2. If you exercise your aforementioned rights, the data controller will verify whether the statutory requirements for this have been fulfilled. In addition, you have a right to lodge complaints with a competent authority. Generally speaking, you can lodge such a complaint with the supervisory authority responsible for your customary place of abode or work or responsible for the town or city in which we are domiciled. The contact data can be found at the following link:

https://www.datenschutz-wiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte