

Data protection information for Zoom meetings, telephone conferences and webinars via "Zoom" applicable at Stahlwerk Thüringen GmbH (SWT)

We would like to inform you below about the processing of personal data in connection with the use of "Zoom". By participating in "Zoom Meetings", you consent to the processing of your personal data required for the use of "Zoom".

Purpose of Processing

SWT uses the "Zoom" tool to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter called: "Zoom meetings").

"Zoom" is a service of Zoom Video Communications, Inc. headquartered in the USA. Zoom was selected by SWT after extensive testing of various web seminar software because it was the best software known on the market at the time of selection in terms of stability, performance, intuitive operation and participant involvement. We have had very good experiences so far.

Responsible Party

Stahlwerk Thüringen GmbH is **responsible for** any data processing that is directly related to the carry out "Zoom meetings".

Note: If you access the "Zoom" website, the "Zoom" provider is responsible for data processing. However, it is only necessary to access the website to use "Zoom" in order to download the "Zoom" app. You can also use "Zoom" if you enter the relevant meeting ID and any other access data for the meeting directly in the "Zoom" app.

Each Zoom session has a meeting ID and is provided with an identification code to prevent misuse by third parties.

In case you do not want to or cannot use the "Zoom" app, the basic functions can also be used via a browser version, which you can also find on the "Zoom" website. It is therefore not absolutely necessary to download the Zoom application.

What data is processed?

Various types of data are processed when using "Zoom".

The scope of the data also depends on the data you provide before or when participating in a "Zoom meeting".

The following personal data is subject to processing:

User details (business/private):

First name, surname, email address, telephone (optional), password (if "Single Sign-On" * is not used), profile picture (optional), department (optional)

*The purpose of single sign-on is that the user only has to authenticate themselves once with the help of an authentication procedure (e. g. by entering a password). For subsequent authentications, the SSO mechanism takes over this task by automating the authentication process.

Meeting Meta Data:

Topic, description (optional), participant IP addresses, device/hardware information

For recordings (optional):

MP4 file of all video, audio and presentation recordings, M4Afile of all audio recordings, text file of the online meeting chat.

When dialling in by telephone:

Information on the 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 saved.

Text, Audio and Video Data:

You may have the option of using the chat, question or survey functions in a "Zoom meeting". In this respect, the text entries you make are processed in order to display them in the "Zoom meeting" and, if necessary, to log them. In order to enable the display of video and the playback of audio, the data from your end device microphone and any video camera on the end device will be processed accordingly for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time using the "Zoom" applications.

To take part in a "Zoom meeting" or to enter the "meeting room", you have to enter your name. The content of Zoom meetings is encrypted and therefore generally cannot be viewed by third parties.

However, since Zoom has the key, it cannot be ruled out that Zoom will disclose access to the video transmission, for example as a result of a corresponding request by American authorities. It is also conceivable that "Zoom" itself can view the transmission (e.g. as part of maintenance measures).

Umfang der Verarbeitung

SWT uses "Zoom" to conduct "Zoom meetings". In case SWT wishes to record "Zoom meetings", you will be informed transparently in advance and - if necessary - asked for your consent. The fact that the meeting is being recorded is also displayed in the "Zoom" app. As a rule, however, meetings are not recorded. If an unforeseen recording becomes necessary during the meeting, you have the option of leaving the meeting.

The weak data protection in the USA is a reason to disclose as little data as possible and to use the programme responsibly. The following points should be noted:

1. No content may be exchanged via this service that requires a high level of protection, is confidential or strictly confidential.
2. Even if it is more convenient for the exchange if everyone takes part in the exchange with his/her real name and activated video, it is understandable if participants prefer to take part with their first name only and/or without a video.
3. When participating with video activated, a neutral background must be used. When using the "Share screen" function, no other windows may be open in order to prevent the inadvertent presentation of content that is not part of the meeting.
4. SWT reserves the right to store the chat content for the purpose of logging or answering questions - i. e. only the data voluntarily entered by the participants.
5. SWT does not keep any statistics on participation in "Zoom meetings". SWT processes personal data only for the purpose of sending the invitation link.

If you are registered with "Zoom" as a user, reports on "Zoom meetings" (meeting metadata, telephone dialling data, questions and answers in webinars, survey function in webinars) can be stored for up to 12 months at "Zoom" after the meeting has occurred.

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

Legal Basis for Data Processing

Insofar as personal data of employees of Stahlwerk Thüringen GmbH is processed, § 26 BDSG is the legal basis for data processing. If, in connection with the use of "Zoom", 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 "Zoom", Art. 6 para. 1 lit. f) GDPR is the legal basis for data processing. In these cases, we are interested in the effective realisation of "Zoom meetings".

In addition, the legal basis for data processing when organising "Zoom meetings" is Art. 6 para. 1 lit. b) GDPR, insofar as the meetings are held within the framework of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) GDPR and here too, there is an interest in the effective realisation of "Zoom Meetings".

Your consent to data processing is voluntary and can be revoked at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. **As a matter of course, you have the right not to consent to the processing of your data. In this case, however, you will not be able to participate in "Zoom meetings" organised by Stahlwerk Thüringen GmbH.**

Recipients / Transfer of Data

Personal data processed in connection with participation in "Zoom Meetings" will not be passed on to third parties by SWT unless they are specifically intended to be passed on. Please note that content from "Zoom meetings", as with face-to-face meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Further recipients: The provider of "Zoom" necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing contract with "Zoom".

Data Processing outside the European Union

"Zoom" is an US-American remote conferencing services provider. Personal data is therefore also processed in a third country. SWT has concluded an order processing contract with the provider of "Zoom" that fulfils the requirements of Art. 28 GDPR.

An appropriate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses. As additional protective measures, SWT has configured Zoom in such a way that only data centres in the EU, the EEA or secure third countries such as Canada or Japan are used to conduct Zoom meetings.

Data Protection Officer of Stahlwerk Thüringen GmbH

Ingenieurbüro Arbeitssicherheit
Mr Markus Funke
Klostergasse 3
07318 Saalfeld/Saale

datenschutz@stahlwerk-thueringen.de

Stand: 01.04.2024