

# PRIVACY NOTICE FOR ONLINE MEETINGS, TELEPHONE CONFERENCES AND WEBINARS VIA "MICROSOFT TEAMS" BY AMK AUTOMOTIVE GMBH & CO. KG

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

## 1. Person responsible for data processing and whom I can contact:

Responsible entity:

AMK Automotive GmbH & Co. KG

Waldstraße 26 – 28 73773 Aichwald

Email: [Info@amk-group.com](mailto:Info@amk-group.com)

Phone: +49 (711) 90721-101

Data Protection Officer

EmEtz GmbH

Email: [datenschutz@amk-group.com](mailto:datenschutz@amk-group.com)

## 2. What data we process and for what we process your data (purposes of processing) and on what legal basis we do so:

We use a "conference tool" (hereinafter the Service) to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Microsoft Teams" is a service provided by the Microsoft Corporation, which is headquartered in the United States.

When using the service, different 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.

Data processing purposes	Data categories
Conducting Online Meetings	User details (name, first name, email address, password,...) Meeting metadata: topic description, participation duration,... When dialing in by telephone: connection data Text, audio and video data: input by the user during the meeting Location information for technical provision of the Service.
Organizing Online Meetings	Information about the user and, if applicable, his/her contact details

**As a matter of principle, we do not make any recordings of the Online Meetings.**

You may have the option to use the chat, question or poll 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 as well as from any video camera of the terminal device will be processed accordingly for the duration of the Online Meeting. You can turn off or mute the camera or microphone yourself at any time via the applications.

In order to participate in an Online Meeting or to enter the meeting room, you must provide the minimum information required for this purpose.

The legal basis for data processing when organizing and conducting Online Meetings is Article 6(1)(b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, or the performance of the Online Meeting is not significantly required for the fulfillment of the contract, the legal basis is Article 6(1)(f) GDPR. Here, our interest is in effective communication by conducting Online Meetings.

As far as personal data of employees of AMK Automotive GmbH & Co. KG are processed, Section 26 BDSG (German Federal Data Protection Act) is the legal basis for the data processing.

If you are registered as a user with the "provider", then further data about Online Meetings can be stored (Online Meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars).

Please refer to the provider's privacy notice for the scope of data processing.

### 3. To whom are the data passed on (categories of recipients):

Personal data processed in connection with participation in Online Meetings will not be disclosed to third parties as a matter of principle, unless they are specifically intended for such disclosure. In the course of participation in Online Meetings, which are intended precisely for the exchange of content, disclosure is of course made to the participants or the intended recipients in this respect. Within our company, only those persons process data who also require these data for the purpose of organizing or conducting the Online Meeting.

Other recipients:

The provider necessarily obtains knowledge of the above-mentioned data insofar as this is provided for in the context of our order processing agreement with the provider.

### 4. Duration of data storage:

We generally delete personal data when there is no need for further storage. A requirement may exist in particular if the data are still needed to fulfill contractual services. In the case of statutory retention obligations, deletion is only considered after the expiry of the respective retention obligation.

### 5. Data transfer to third countries:

The service provider is from the USA. Processing of personal data thus also takes place in a third country. We have concluded an order processing agreement with the provider that complies with the requirements of Article 28 GDPR. An adequate level of data protection is based on the conclusion of so-called EU standard contractual clauses, which we have agreed with the provider. In addition, we have made settings in the system configurations to enable privacy-friendly use.

### 6. Other mandatory information (e.g. data subject rights, right of complaint)

For other mandatory information of Articles 13, 14 and 21 of the GDPR, please refer to our [general information on data protection](#) on our homepage

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