

# Privacy policy

for online meetings, conference calls  
and webinars via "Zoom"

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In the following we would like to inform you about the processing of personal data in connection with the use of "Zoom".

## 1. Purposes of the processing

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We use "Zoom" to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter "online meetings"). "Zoom" is a service provided by Zoom Video Communications, Inc. which is based in the USA.

## 2. Responsible for data processing

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Chemische Fabrik Budenheim KG is responsible for data processing during the "online meetings".

**Note:** If you call up the "Zoom" website, the provider of "Zoom" is responsible for data processing. Visiting the website is only necessary for the use of "Zoom" in order to download the software.

You can also use "Zoom" if you enter the respective meeting ID and, if necessary, other access data for the meeting directly in the "Zoom" app.

If you do not want to or cannot use the "Zoom" app, the basic functions can also be used with a browser version that you can also find on the "Zoom" website.

## 3. Which data are processed?

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When using "Zoom", different 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:

**User information:** 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

**For recordings (optional):** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chat.

**When dialing in by phone:** information on incoming and outgoing phone 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 be able to use the chat, question or survey functions in an "online meeting". To this extent, the text entries you make are processed in order to display and, if necessary, log them in the "online meeting". In order to enable the display of video and the playback of audio, the data from the microphone of your end device and from any video camera of the end device will be processed for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time using the "Zoom" applications.

In order to participate in an "online meeting" or to enter the "meeting room", you must at least provide information about your name.

#### 4. Scope of processing

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We use "Zoom" to conduct "online meetings". If we want to record "online meetings", we will inform you transparently before the start of the meeting and thus before recording and - if necessary - ask for your consent. The fact of the recording will also be displayed in the "Zoom" app.

If it is necessary for the purpose of logging the results of an online meeting, we will log the chat contents. However, this will usually not be the case.

In the case of webinars, we can also process the questions asked by webinar participants for the purposes of recording and follow-up of webinars.

If you are registered as a user at "Zoom", reports on "online meetings" (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) can be stored for up to one month at "Zoom".

Automated decision making as defined by Art. 22 DSGVO is not used.

#### 5. Legal bases of data processing

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If personal data of employees of Chemische Fabrik Budenheim KG are processed, § 26 BDSG is the legal basis for data processing. If, in connection with the use of "Zoom", personal data are not required for the establishment, execution or termination of the employment relationship, but are nevertheless an elementary component in the use of "Zoom", Art. 6 Para. 1 lit. f) DSGVO is the legal basis for data processing. In these cases, we are interested in the effective implementation of "online meetings".

In addition, the legal basis for data processing in the case of "online meetings" is Art. 6 para. 1 lit. b) DSGVO, if a contractual relationship exists.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) DSGVO. In this case we are interested in the effective and stable implementation of "online meetings", especially with larger groups of participants.

## 6. Disclosure to third parties

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Personal data that is processed in connection with participation in "online meetings" is generally not passed on to third parties, unless it is intended to be passed on. If recorded meetings are subsequently passed on or published, the group of participants will be informed of this within the framework of the meeting. In doing so, the circle of recipients to whom the data will subsequently be passed on will be specifically pointed out. Please note that content from "online meetings" as well as from personal meetings often serves 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 obtains knowledge of the above-mentioned data, as far as this is intended within the scope of our contract processing agreement with "Zoom". You can find the data protection declaration of Zoom on [https://zoom.us/de-de/privacy.html#\\_Toc44414845](https://zoom.us/de-de/privacy.html#_Toc44414845)

## 7. Data processing outside the European Union

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"Zoom" is a service provided by a provider from the USA. Processing of personal data therefore also takes place in a third country. We have concluded an order processing contract with the provider of "Zoom" which complies with the requirements of Art. 28 DSGVO. An appropriate level of data protection is also guaranteed by the conclusion of the so-called EU standard contract clauses.

## 8. Data protection officer

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We have appointed a data protection officer.

You can reach him as follows:

**Chemische Fabrik Budenheim KG**  
**Datenschutzbeauftragter**  
**Rheinstraße 27**  
**55257 Budenheim**  
**E-Mail: [dataprotection.eu@budenheim.com](mailto:dataprotection.eu@budenheim.com)**

## 9. Your rights as data subject

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You have the right to be informed 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 you to provide evidence that proves 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 processing within the scope of the legal requirements.

You also have a right to data transferability within the framework of the legal data protection requirements.

## 10. Deletion of data

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As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfill contractual services, to check and grant or ward off warranty and guarantee claims. In the case of legal storage obligations, deletion is only possible after expiry of the respective storage obligation.

## 11. Right of appeal to a supervisory authority

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You have the right to complain about the processing of personal data by supervisory authority.

## 12. Amendment of this data protection notice

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We will revise this privacy policy in the event of changes in data processing or other occasions that make this necessary.