

Helmholtz-Zentrum Hereon

Zoom privacy notice

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Helmholtz-Zentrum
hereon

Privacy notice for online meetings, telephone and video conferences via „Zoom“

"Zoom" is an external cloud-based video conferencing solution, the use of which involves the collection and processing of your personal data by Helmholtz-Zentrum Hereon GmbH (hereinafter "Hereon") as the data controller.

If you access the "Zoom" website, the provider of "Zoom" is responsible for data processing. However, accessing the website is only necessary for the use of "Zoom" in order to download the "Zoom" app or to log in to the browser.

The following options are available for attending meetings or video conferences:

- Joining by phone
- Login to the desktop or mobile app
- Login in the browser without downloading the app

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

Purpose and legal basis of the processing

Hereon uses "Zoom," to conduct telephone conferences, online meetings and/or video conferences (hereinafter: "online meetings"). With "Zoom" you can complete your tasks and coordinate with your colleagues and other contacts, especially if no equivalent alternatives are available.

The legal basis for the processing of your data by Hereon is Art. 6 para. 1 lit. b GDPR, § 26 BDSG (Federal Data Protection Act of Germany, for employees of the company) and Art. 6 para. 1 lit. f GDPR.

If, in connection with the use of "Zoom", personal data are not required for the purposes of a contractual relationship (including an employment relationship) but are nevertheless required for the provision, optimization and maintenance of "Zoom", Art. 6 para. 1 lit. f GDPR is the legal basis for data processing. Our legitimate interest is the effective conduct of "online meetings".

On principle, online meetings are not recorded. However, if we plan to record a meeting, we will ask you for your consent (Art. 6 para. 1 lit. a GDPR). The fact of the recording is displayed in the "Zoom" app.

Processed data

Among others, the following data are processed:

- Login information: Name, username, role description and department, e-mail address, phone number, password
- Language preferences and account settings
- Content data from online meetings: chat messages, shared files, voice mails (if applicable), white boards, recording of the meetings (if you have consented to the recording)
- System data: IP address, MAC address, device ID (UDID), device type, operating system, app version, camera, microphone, connection type
- Approximate location (city level without exact localization) for the purpose of establishing the connection to the server
- Modalities of use, such as using VoIP or joining by phone, logging into the app or browser
- Metadata: Duration of the online meeting, login and logout time, name of the meeting, chat status

For details on the type and scope of data processing, we refer to Zoom's privacy statement, which you may find here: <https://explore.zoom.us/en/privacy/>

If necessary for the purposes of logging the results of an online meeting, chat contents may be saved. However, this will usually not be the case.

Recordings of online meetings will only take place with your consent.

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

Depending on the purpose of the processing, the data will be stored for as long as is necessary for the provision of the functions, the provision of contractual services and the exercise or defence of legal claims, or for longer if there is a legal obligation to do so (such as in the case of statutory retention periods).

Recipients of data (information disclosure)

Personal data processed in connection with the use of "Zoom" will not be disclosed to third parties as a matter of principle, unless they are specifically intended to be disclosed.

The provider of "Zoom" will necessarily have access to your data to the extent required under our data processing agreement with "Zoom".

Transfer outside the European Union

"Zoom" is a service that is based in the US. Hereon has entered into a data processing agreement with Zoom Video Communications, Inc., which includes EU

standard contractual clauses that ensure the legal protection of your data when transferred outside the EU.

As an additional safeguard, we have also configured our "Zoom" to only use data centres in the EU, EEA or secure third countries such as Canada or Japan when conducting "online meetings".

For more information on data privacy at Hereon and your rights as a data subject, please have a look at our privacy policy, which you may find here:

https://www.hereon.de/innovation_transfer/communication_media/imprint/privacy_policy/index.php.en

We are obliged to inform you, that you also have the right to lodge a complaint with a data protection supervisory authority.

Your rights as a data subject

You have a right to **access** your personal data that is being processed.

You have a right to **rectification** or **erasure** or **restriction** of processing, inasmuch as you are legally entitled to exercise those rights.

You have a right to **object** to the processing of your personal data in accordance with statutory regulations.

You may also have a right to **data portability**, inasmuch as you are legally entitled to exercise those rights.

Contact information

<p>General contact information (data controller): Helmholtz-Zentrum hereon GmbH Max-Planck-Straße 1 21502 Geesthacht +49 (0)41 52 87-0 www.hereon.de</p>	<p>Data Protection Officer +49 152 87-2010 datenschutz@hereon.de</p>
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**Spitzenforschung
für eine Welt im Wandel**



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