

**Data protection information for processing of personal data in the use of video conference tools
(according to GDPR Art. 13, 14)**

The following information will inform data subjects (participants in seminars or other events as well as students, employees, business contacts and applicants) about the processing of their personal data by ESMT European School of Management and Technology GmbH and in this context, the rights they are entitled to.

1. Controller	ESMT European School of Management and Technology GmbH Schlossplatz 1 10178 Berlin Tel.: +49 (0) 30 21231-0 Email: legal@esmt.org
2. Data protection officer	Michael Steiner PwC Cyber Security Services GmbH Kapelle-Ufer 4, 10117 Berlin Email: msteiner@pwc-cybersecurity.com
3. Purpose and lawfulness of processing	<p>a) The purpose of the processing:</p> <ul style="list-style-type: none"> - Performance of programs; lectures and others; internal team meetings; conferences; board meetings, client meetings, job interviews, etc. <p>b) Different types of data are processed: IP address, start and end of connection</p> <p><i>Optional for a self-created account:</i> User ID (email address, password, profile picture if applicable)</p> <p><i>Optional for recordings:</i> Video, audio and presentation recordings, chat text files if applicable</p> <p>For dial-in via telephone: phone number</p> <p>c) Legal basis for the processing are:</p> <ul style="list-style-type: none"> ○ For employees: Art. 88 GDPR ICW § 26 Federal Data Protection Act ○ Consent in accordance with Art. 6 Abs. 1 a) GDPR. This occurs in particular if the use is initiated by the data subject or if the data is disclosed voluntarily. ○ For participants of programs und events, as well as students: Art. 6 Abs. 1 b) GDPR ○ For all data subjects: Art. 6 Abs. 1 f) GDPR

4. Recipients/ Categories of recipients

We do not disclose personal data processed in connection with participation in video conferences to third parties unless it is specifically intended for disclosure or we are legally obligated to do so. This does not affect the processing of personal data by the providers of the video conference tools mentioned below, which may be used at ESMT.

If you access the website from one of the tools listed below, e.g., download the software of the service, the providers of the respective services are responsible for data processing. Generally, it is possible to participate in video conferences to which ESMT invites without accessing the website of the providers by merely following the link in the invitation.

ESMT works with the following video conference providers:

I. Data processing within the EU

Zoom (<https://zoom.us/docs/de-de/privacy-and-legal.html>) is a service provided by an US provider. We have concluded a data processing agreement with Zoom Inc. that complies with the requirements of Art. 28 GDPR. An adequate level of data protection is ensured by the conclusion of the so-called EU standard contractual clauses. In addition, it is agreed that personal data shall be processed on EU servers. Nevertheless, it is not excluded that processing also takes place in a third country.

Cisco Webex (https://www.cisco.com/c/de_de/about/legal/privacy-full.html) is a service provided by an US provider. We have concluded a data processing agreement with Cisco Webex that complies with the requirements of Art. 28 GDPR. An adequate level of data protection is ensured by the conclusion of the so-called EU standard contractual clauses. Personal data is partly processed on an EU server. It is therefore not excluded that processing also takes place in a third country.

II. Data processing outside of the EU

GoToMeeting, GotoWebinar, GotoTraining (<https://www.logmeininc.com/de/legal/privacy>) is a service provided by an US provider. A processing of personal data therefore also takes place in a third country. We have concluded a data processing agreement with LogMeIn Inc. that complies with the requirements of Art. 28 GDPR. An appropriate level of data protection is ensured by the conclusion of the so-called EU standard contractual clauses.

Microsoft Teams und Skype for Business (<https://privacy.microsoft.com/de-de/privacystatement>): We use a software solution from the provider Microsoft, a service provided by an US provider. A processing of personal data therefore also takes place in a third country. We have concluded a data processing agreement with the provider that meets the requirements of

	<p>Art. 28 GDPR. An appropriate level of data protection is ensured by the conclusion of the so-called EU standard contractual clauses.</p>
<p>5. Duration of data storage</p>	<p>We erase data pursuant to Art. 17 (1) a) GDPR if we no longer need them for the purposes for which we collected and processed them. If the data is processed on the basis of a consent and there is a withdrawal, we erase the data immediately; likewise, if a justified objection to processing has been filed. In the case of statutory retention obligations, erasure will only be considered after expiry of the respective retention obligation. Information on the retention periods of the individual providers can be found in their data protection statements, see 4.</p>
<p>6. Rights of persons concerned (data subjects)</p>	<p>As the person concerned (data subject), you can claim the following rights:</p> <ul style="list-style-type: none"> ○ Right of access by the data subject, Art. 15 GDPR ○ Right to rectification, Art. 16 GDPR ○ Right to erasure ('right to be forgotten'), Art. 17 GDPR ○ Right to restriction of processing, Art. 18 GDPR ○ Right to data portability, Art. 20 GDPR ○ Right to lodge a complaint with a supervisory authority, Art. 77 GDPR. ○ Right to withdraw a given consent, Art. 7, para. 3 GDPR and if your personal data are processed on the legal basis of legitimate interests in accordance with Art. 6 para. 1 sentence 1 letter f) GDPR, <p>Complaints relating to data protection may be lodged with the supervisory authorities. Competent authority is:</p> <p>Berliner Beauftragte für Datenschutz und Informationsfreiheit Friedrichstr. 219 10969 Berlin Phone: +49 (0) 30 13889-0 Fax: +49 (0) 30 2155050 Email: mailbox@datenschutz-berlin.de</p>