

## Information to data subjects for online meetings, conference calls and webinars via "Zoom"

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

### Purpose of processing

We use the "Zoom" tool to conduct conference calls, online meetings, video conferences and / or webinars (hereinafter: "online meetings"). "Zoom" is a service of Zoom Video Communications, Inc., which is based in the United States.

### Controller

The Max Delbrück Center for Molecular Medicine in the Helmholtz Association, Robert-Rössle-Str. 10, 13125 Berlin, is responsible for data processing that is directly related to the holding of "online meetings".

**Note:** Insofar as you access the "Zoom" website, the provider of "Zoom" is responsible for data processing. A call to the website is only necessary to use "Zoom" in order to download the software for using "Zoom".

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

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

### Which data are processed?

Different types of data are processed when using "Zoom". The extent of the data also depends on which information you give before or when you take part in an "online meeting".

The following personal data are the subject of processing:

**Information about the user:** first name, last name, telephone (optional), email 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 the online meeting chat.

**When dialing in by telephone:** Information on the incoming and outgoing call number, country name, start and ending time. Possibly further connection data such as the device's IP address is saved.

**Text, audio and video data:** You may have the option of using the chat, question or survey functions in an "online meeting". In this respect, the text entries you have made are processed in order to display them in the "online meeting" and, if necessary, to log them. In order to enable the display of video and the playback of audio, the data from the microphone of your end device and any video camera of the end device are processed accordingly during the meeting. You can switch off or mute the camera or microphone yourself at any time using the "Zoom" applications.

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

### Scope of processing

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

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

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

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

The software-based "attention monitoring" ("attention tracking") option available in "online meeting" tools such as "zoom" is deactivated.

Automated decision making i.S.d. Art. 22 GDPR is not used.

### Legal basis for data processing

Insofar as personal data is processed by employees of the MDC, § 26 BDSG is the legal basis for data processing. If in connection with the use of "Zoom" personal data is not necessary for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component when using "Zoom", Art. 6 Para. 1 lit. f) GDPR is the legal basis for data processing. In these cases, we are interested in the effective implementation of "online meetings". Incidentally, the legal basis for data processing when holding "online meetings" is Art. 6 Para. 1 lit. b) GDPR, insofar as the meetings are carried out within the framework of contractual relationships. If there is no contractual relationship, the legal basis is Art. 6 Para. 1 lit. f) GDPR. Here, too, we are interested in the effective implementation of "online meetings".

### Recipient / transfer of data

Personal data that are processed in connection with attending "online meetings" are generally not passed on to third parties unless they are intended to be passed on. Please note that content from "online meetings" and personal meetings is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Other recipients: The provider of "Zoom" necessarily receives knowledge of the above named data, insofar as this is provided in the context of our order processing agreement with "Zoom".

### Data processing outside the European Union

"Zoom" is a service that is provided by a provider from the USA. The processing of personal data also takes place in a third country. We have concluded an order processing contract with the provider of "Zoom" that meets the requirements of Art. 28 GDPR.

An adequate level of data protection is guaranteed on the one hand by the "Privacy Shield" certification of Zoom Video Communications, Inc., and on the other hand by the conclusion of the so-called EU standard contractual clauses.

### Data protection officer

We have appointed a data protection officer.

You can reach her as follows: Max Delbrück Center for Molecular Medicine, Data Protection Officer, Robert-Rössle-str. 10, 13125 Berlin, email: [Datenschutz@mdc-berlin.de](mailto:Datenschutz@mdc-berlin.de)

### Your rights as a data subject

You have the right to information about your personal data. You can contact us at any time for information.

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 proof that you are the person you claim to be.

You also have the right to correction, deletion or restriction of processing, insofar as you are legally entitled to do so.

Finally, you have a right to object to processing within the framework of the legal requirements.

A right to data portability also exists within the framework of the data protection regulations.

### Deletion of data

We generally delete personal data when there is no need for further storage. In particular, this may be necessary if the data is still required in order to be able to perform contractual services, to be able to check and grant or reject warranty and possibly guarantee claims. In the case of statutory retention requirements, deletion is only considered after the respective retention obligation has expired.

**Right to lodge a complaint with a supervisory authority**

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

**Changes to this data protection notice**

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

As of April 2, 2020

**Körperschaft des öffentlichen Rechts**

**Vorstand:**

Prof. Dr. Thomas Sommer (komm.)  
Prof. Dr. Heike Graßmann

**Berliner Sparkasse – Niederlassung der Landesbank Berlin AG**

BLZ: 100 500 00 / Kto. 195 323 1140  
IBAN: DE38 1005 0000 1953 2311 40  
BIC: BELA2333  
VAT: DE811261930