

# Data protection information



for online meetings, telephone conferences and webinars via Microsoft Teams

We would like to inform you below about the processing of personal data in relation to the use of “**Microsoft Teams**”.

## Purpose of the processing

We use the tool Microsoft Teams to run teleconferences, online meetings, video conferences and/or webinars (hereinafter: online meetings). Microsoft Teams is a service of Microsoft Corporation.

## Controller

**The controller** for data processing that is directly related to the running of online meetings is

Linn Präzision Service & Logistik GmbH,  
Linn Präzision Norm u. Drehteile Vertriebs GmbH,  
Linn Präzision Automotive Vertriebs GmbH or  
Linn Präzision Systemtechnik GmbH  
Zum Erlhof 5  
58809 Neuenrade, Germany

Further information on our company, details on the authorized representatives and other contact options are available in the legal notice of our website: <https://www.linn-praezision.de/impresum.html>

**Note:** If you call up the Microsoft Teams website, the provider of Microsoft Teams is responsible for the data processing. However, you only need to visit the website of Microsoft Teams in order to download the software to use Microsoft Teams.

If you do not want to or cannot use the Microsoft Teams app, you may also use Microsoft Teams via your browser. The service is also provided via the Microsoft Teams website.

## What types of data are processed?

Various types of data are processed when you use Microsoft Teams. The scope of data also depends on what type of data and information that you share before or during an online meeting.

The following personal data is the subject of the processing:

**User information:** e.g. display name, e-mail address, profile picture (optional), preferred language

**Meeting metadata:** e.g. date, time, meeting ID, telephone number, place

**Text, audio and video data:** You have the option of using the chat function in an online meeting. Your text entries will be processed to the extent that you can display them in the online meeting. To allow the displaying of video and audio playback, data from your device's microphone and any video camera of the device will be processed accordingly for the duration of the meeting. You can disable or mute the camera or the microphone yourself at all times, even via the Microsoft Teams applications.

## Scope of the processing

We use Microsoft Teams to run online meetings. If we intend to record online meetings, we will inform you transparently in advance and – if required – seek your consent.

The chat content is logged when Microsoft Teams is used. We store the chat content for a period of up to three months. We will log the chat content if it is necessary for the purposes of recording the results of an online meeting. However, that will not usually be the case.

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

## Legal basis for the data processing

If the personal data of employees of the controller is processed, Art. 26 BDSG shall be the legal basis for the data processing. If personal data connected with the use of Microsoft Teams is not required to establish, perform or terminate the employment relationship, irrespective of whether it is an elementary component of the use of Microsoft Teams, Art. 6 para. 1 letter f GDPR shall be the legal basis for the data processing. In such cases, our interest is in the effective running of online meetings.

Furthermore, the legal basis for data processing during the running of online meetings shall be Art. 6 para. 1 letter b GDPR, if the meetings are run within the scope of contractual relationships.

If no contractual relationship exists, the legal basis shall be Art. 6 para.1 letter f GDPR. In this case, our interest is also in the effective running of online meetings.

## Recipients/sharing of data

Personal data that is processed in connection with participation in online meetings will generally not be shared with third parties if it is not specifically intended to be shared. Please note that the content from online meetings as well as personal discussion meetings often serves to communicate information with customers, interested parties or third parties, and is thus suitable for disclosure.

Further recipients: The provider of Microsoft Teams will receive necessary information about the above data if this is intended within the scope of our contact on order processing or EU standard contract clauses with Microsoft Teams.

## Data processing outside the European Union

There is generally no data processing outside the European Union (EU) as we have limited our storage location to data processing centers in the European Union. However, we cannot rule out that data is routed via Internet servers that are located outside the EU. This may be the case, in particular, if participants in an online meeting are located in a non-EU country.

However, the data is encrypted during transport over the Internet, which protects it from unauthorized access by third parties.

## Data protection officer

We have appointed a data protection officer.

You can reach them as follows:

bits + bytes it-solutions GmbH & Co. KG  
Hommeswiese 136  
57258 Freudenberg, Germany  
E-mail: [datenschutz@bits-bytes.de](mailto:datenschutz@bits-bytes.de)  
Tel: (0700) 20 30 10 30

## Your rights as the data subject

You shall have the right to **information** on personal data concerning you. You can contact us for information at any time.

If you submit a request for information that is not in writing, please understand if we ask you to provide proof that you are the person you claim to be.

You shall also have the right to **rectification** or **erasure** or to demand the imposition of **restrictions** on the processing, insofar as you are legally entitled to do so.

Finally, you shall have the **right to object** to the processing within the scope of the statutory regulations.

You shall also have a right to **data portability** within the scope of the data protection regulations.

## Erasure of data

We delete personal data principally when we are not required to store it further. A requirement may exist in particular if the data is still needed to fulfill contractual services, guarantee performance or for verification, guarantee or defense of guarantee claims. In the case of statutory retention obligations, data will be erased only after the respective retention obligation has expired.

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

You have the right to lodge a complaint about our processing of your personal data with a supervisory **authority** for data protection.

## **Changes to this data protection information**

We will revise this data protection information if changes are made to the data processing or in the event of other developments that make it a necessity. The respective current edition will always be available on this Internet page.