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## Information on the collection of personal data according to Art. 13 GDPR (duty to inform) through the use of MS-Teams

With the following information, we would like to give you an overview of our collection, processing and use of your personal data in connection with the use of "MS Teams" and inform you of your rights. Which data is processed in detail and how it is used depends largely on the individual usage options.

### § 1 Contact details

**Person responsible:**

NEOX NETWORKS GmbH  
Monzastr. 4  
63225 Langen  
Tel.: +49 6103 37 215 910  
E-mail: datenschutz@neox-networks.com

**Competent data protection supervisory authority:**

THE HESSIAN COMMISSIONER FOR DATA PROTECTION AND FREEDOM OF INFORMATION  
Gustav-Stresemann-Ring 1  
2nd upper floor  
65189 Wiesbaden  
Phone: +49 611 1408-0  
E-mail: poststelle@datenschutz.hessen.de

**Data Protection Officer:**

CTM-COM Ltd.  
Marienburgstraße 27  
64297 Darmstadt  
Tel.: +49 6151 3942-72  
E-mail: datenschutz@ctm-com.de

**Further responsible person****MS Teams**

Microsoft Ireland  
Operations Microsoft Plane  
One Microsoft Place  
South County Business Park  
Leopardstown Dublin 18  
Ireland

**Headquarters:**

NEOX NETWORKS GmbH  
Monzastr. 4, 63225 Langen  
Germany

**Management:**

Timur Özcan

**Registry Court:**

Commercial

Register:

VAT ID:

Tax number:

D-U-N-S Number:

WEEE Reg. no:

Offenbach on the  
Main

HRB 47358

DE 292 212 547

044 240 051 78

31-296-9834

DE 42235354

## § 2 Information on the processing of personal data:

### (1) Purpose of the processing of your personal data and the legal basis for the processing

We process personal data that we receive from you in the course of using "MS Teams" for conference calls, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "MS-Teams" is a service provided by Microsoft Ireland.

**Note:** If you access the "Microsoft Teams" website, Microsoft Ireland is responsible for data processing. However, accessing the website is only necessary in order to download the software for using "Microsoft Teams".

If you do not want to or cannot use the "Microsoft Teams" app, you can also use "Microsoft Teams" via your browser. The service will then also be provided via the "Microsoft Teams" website.

### (2) The following categories of data are collected:

When using "Microsoft Teams", various types of data are processed. The scope of the data also depends on the data you provide before or during participation in an "online meeting".

- (a) **User details:** e.g. display name, e-mail address (if applicable), profile picture (optional), preferred language
- (b) **Meeting metadata:** e.g. date, time, meeting ID, phone numbers, location
- (c) **Text, audio and video data:** You may have the option of using the chat function in an "online meeting". To this extent, the text entries you make are processed in order to display 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 terminal device and from any video camera of the terminal device will be processed accordingly for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time via the "Microsoft Teams" applications.

### Legal basis

Insofar as personal data of employees of NEOX NETWORKS GmbH are processed, Art. 6 Para. 1 S. 1 lit. b, Art. 88 DSGVO in conjunction with. § Section 26 BDSG are the legal bases for data processing.

If, in connection with the use of "Microsoft Teams", personal data is **not** required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component in the use of "Microsoft Teams", Art. 6 (1) f) DSGVO is the legal basis for the data processing. In these cases, our interest is in the effective implementation of "online meetings".

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### **(3) Scope of processing**

We use "Microsoft Teams" to conduct "online meetings". If we want to record "online meetings", we will transparently communicate this to you in advance and - if necessary - ask for consent / approval.

Chat content is logged when using Microsoft Teams. If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content independently and delete it after 1 month. However, this will usually not be the case.

Automated decision-making in the sense of Art. 22 DSGVO is not used.

### **(4) Recipients or categories of recipients of the data:**

Personal data processed in connection with participation in "online meetings" will not be disclosed to third parties as a matter of principle unless it is specifically intended for disclosure. Please note that the content of "online meetings", as well as 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 "Microsoft Teams" necessarily obtains knowledge of the above data to the extent provided for in our order processing agreement with Microsoft Ireland.

### **(5) Data processing outside the European Union**

We cannot rule out the possibility that data is routed via Internet servers that are located outside the EU. This may be the case in particular if participants in "Online Meeting" are located in a third country.

However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

Furthermore, it cannot be ruled out that Microsoft Corporation, which is headquartered in the USA, may gain knowledge of the data.

### **(6) Duration of data storage**

As a matter of principle, we delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion will only be considered after expiry of the respective retention obligation.

As soon as the storage of the data is no longer necessary for the execution of the aforementioned storage purposes or in case of revocation of a consent granted by you, your data will be deleted immediately.

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### § 3 Your rights as a data subject:

As a data subject of this data processing, you have the following rights, which you can exercise against us and/or our service providers:

- Right to information,
- Right to rectification or deletion,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

You are welcome to contact us via the e-mail address [datenschutz@neox-networks.com](mailto:datenschutz@neox-networks.com) to exercise your data subject rights.

You have the right to complain to the competent supervisory authority (see above) in the event of a data breach or suspected data breach.

### § 4 Reason for providing your data and possible consequences of not providing it

If you do not provide us with your personal data, we will not be able to process it for the purposes listed under § 2 (1).

### § 5 Revocation of consent

You have the right to revoke any data protection consent that you have given to our company at any time. In the event of revocation of consent, the lawfulness of the processing carried out on its basis up to the revocation shall not be affected.

You are welcome to contact us via the email address [datenschutz@neox-networks.com](mailto:datenschutz@neox-networks.com) to withdraw your consent.

### § 6 Note

This letter is for your information only. You are not required to take any action. If you have any questions, comments or suggestions regarding this information letter or our handling of data protection, please contact our data protection officer (see above).

For more information about Microsoft's handling of personal data, please visit: <https://privacy.microsoft.com/de-de/privacystatement>.

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