

Aviano GmbH Privacy Policy for Online Meetings and Video Conferences via “Zoom”

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

Purpose of the Processing

We use the “Zoom” tool to conduct online meetings and video conferences (hereinafter: “Online Meetings”). “Zoom” is a service provided by Zoom Video Communications, Inc. which is based in the USA.

Controller

Responsible for the data processing directly related to the performance of “Online Meetings” ist Aviano GmbH, Gutenbergstraße 2-4, 85737 Ismaning, email: info@aviano.de, phone: +49 (0) 89 3 16 05 96 0.

Note: Insofar as you call up the internet page of “Zoom”, the provider of “Zoom” ist responsible for data processing. However, calling up the internet page 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, if applicable, further access data for the meeting directly in the “Zoom” app.

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

What data ist processed?

Various types of data are processed when you use “Zoom”. In this context, the scope of the data also depends on the data you provide before or when participating in an “Online Meeting”.

The following personal data are subject to processing:

User details: 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), attendee IP addresses, device/hardware information

If dialing in by phone: incoming and outgoing phone number information, country name, start and end time. If necessary, additional connection data such as the IP address of the device can be stored.

Text, audio and video data: You may have the opportunity to use the chat, question or survey functions in an “Online Meeting”. To this extent, the text entries you make 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 terminal device and from any video camera of the terminal device will be processed accordingly for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time via the “Zoom” applications.

To participate in an “Online Meeting” or to enter the meeting room, you must at least provide information about your name.

Scope of Processing

We use “Zoom” to conduct “Online Meetings”. If we want to record “Online Meetings”, we will transparently inform you in advance and – if necessary – ask for content. The fact of the recording will also be displayed to you in the “Zoom” app.

If it is necessary for the purpose of logging the results of an “Online Meeting”, we will log the chat content. However, this will generally not be the case.

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

If you are registered as a user at “Zoom”, then reports of “Online Meetings” (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) may be stored at “Zoom” for up to one month.

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

Legal Basis for Data Processing

Insofar as personal data of employees of Aviano GmbH is processed, § 26 BDSG (Federal Data Protection Act) is the legal basis for data processing. If, in connection with the use of “Zoom”, 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 “Zoom”, Article 6 para. 1 lit. f GDPR is the legal basis for data processing. In these cases, our interest is in the effective implementation of “Online Meetings”.

For the rest, the legal basis for data processing when conducting “Online Meetings” is Art. 6 para. 1 lit. b GDPR, insofar as the meetings are conducted in the context of contractual relationships.

Should no contractual relationship exist, the legal basis is Art. 6 para. 1 lit. f GDPR. Here, too, our interest is in the effective implementation of “Online Meetings”.

Recipients / transfer of personal data

Personal data processed in connection with participation in “Online Meetings” is generally not passed on to third parties unless it is specifically intended to be passed on. 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 “Zoom” necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing agreement with “Zoom”.

Data Processing outside the European Union

“Zoom” is a service provided by a provider from the USA. Processing of personal data thus also takes place in a third country. We have concluded an order processing agreement with the provider of “Zoom” that complies with the requirements of Art. 28 DSGVO.

An adequate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses. As a supplementary protective measure, we have also configured our “Zoom” so that only data centers in the EU, the EEA or secure third countries such as Canada or Japan are used to conduct “Online Meetings”.

Data Protection Officer

We have appointed a data protection officer. You can reach him by email at datenschutz@starhead.de or by phone at +49 (0) 8171 42 88 55 0.

Your Rights as a Data Subject

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

In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have a right to **rectification** or **deletion** or to **restriction** of processing, insofar as you are entitled to this by law.

Finally, you have a **right to object** to processing within the scope of the law.

A right to **data portability** also exists within the framework of data protection law requirements

Deletion of Data

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.

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 supervisory authority for data protection.

Changes to this Data protection Notice

We revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. You will always find the current version on this website.