

Privacy policy for online meetings, conference calls and webinars via „Avaya Spaces“ of Dynamic Systems GmbH

We would like to inform you in the following about the processing of personal data in connection with the use of "Avaya Spaces".

Purpose of processing

We use the "Avaya Spaces" tool to conduct conference calls, online meetings, video conferences and/or webinars (hereinafter referred to as "online meetings"). "Avaya Spaces" is a service of Avaya Inc., Santa Clara, US.

Responsibility

The person responsible for data processing directly related to the execution of "online meetings" is Dynamic Systems GmbH.

Note: If you access the website of "Avaya Spaces", the provider of "Avaya Spaces" is responsible for the data processing. However, calling up the website is only necessary for the use of "Avaya Spaces" in order to download the software for the use of "Avaya Spaces". If you do not want to or cannot use the "Avaya Spaces" app, you can also use "Avaya Spaces" via your browser. In this case, the service is then also provided via the "Avaya Spaces" website.

Which data is processed?

Various types of data are processed when using "Avaya Spaces". The scope of the data also depends on the information you provide before or during participation in an "online meeting". The following personal data is processed:

- User information: Name, contact details (company, titel/position, e-mail address, phonenumber, post address), connection data, location data as well as derived meta data.
- At recordings (optional): MP4-File of all video-, audio- and präsentation recordings, M4A-File of all audio recordings, Text-File of the online meeting chat.
- At telephone dial-up: Information about incoming and outgoing phonenumber, country, start- and endtime, possibly further connection details, for example IP-Address
- Text, audio and video data: You may be able to use the chat function in an "online meeting". To this extent, the text entries you make will be 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 for the duration of the meeting. You can turn off or mute the camera or microphone yourself at any time using the "Avaya Space" application.

To join any „online meeting“ you have to at least provide information about your name.

Scope of Processing

We use "Avaya Spaces" to conduct "online meetings". If we want to record "online meetings", we will inform you transparently in advance and - if necessary - ask for your consent. Your app will be labelled if recording is happening. If necessary, for the purposes of recording the results of an "online meeting," we will log the chat content (including asked questions). However, this will usually not be the case. If you are registered at "Avaya Spaces",

information about "online meetings" can be saved at Avaya Inc. up to one month. Automated decision-making within the meaning of Art. 22 GDPR is not used.

Legal basis of data processing

As far as personal data of employees of Dynamic Systems GmbH are processed, § 26 BDSG is the legal basis of the data processing. If, in connection with the use of "Avaya Spaces", personal data is not required for the establishment, execution or termination of the employment relationship, but is nevertheless an elementary component of the use of "Avaya Spaces", Art. 6 para. 1 lit. f) GDPR is the legal basis for the data processing. In these cases, we are interested in the effective conduct of "online meetings".

In addition, the legal basis for data processing in the conduct of "online meetings" is Art. 6 para. 1 lit. b) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) GDPR. Here too, we are interested in the effective implementation of "online meetings".

Recipient / passing on of data

Personal data processed in connection with participation in "online meetings" are generally not passed on to third parties unless they are specifically intended to be passed on. Please note that content from "online meetings", as well as in personal meetings, often serves precisely to communicate information with customers, interested parties or third parties and is therefore intended for disclosure.

Other recipients: The provider of "Avaya Spaces" necessarily obtains knowledge of the above-mentioned data to the extent that this is provided for in our contract processing agreement with "Avaya Spaces".

Data processing outside the European Union

"Avaya Spaces" is a service which is provided by a contractor in the US. This means processing of personal data also takes place in a third country. We have signed a data processing agreement (DPA) with the provider of "Avaya Spaces" which meets the requirements of art. 28 GDPR. An adequate level of data privacy protection is guaranteed by the conclusion of the EU standard contractual clauses (SCC).

Our data protection officer

We have appointed a data protection officer in our company. You can reach Stephan Krischke at datenschutz@dynamic-systems.de

Your rights as a data subject

You have the right of access to 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 you to provide evidence that proves that you are the person you claim to be. Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so. Finally, you have the right to object to the processing within the scope of the statutory provisions. You also have a right to data transferability within the framework of the data protection regulations.

Deletion of data

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

Right of appeal to a supervisory authority

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

Amendment of this data protection notice

We revise this privacy policy in the event of changes in data processing or other reasons that make this necessary. The current version can always be found on this website.

Status: 14.10.2020