

Datenschutzhinweise für Online-Meetings, Telefon-/Videokonferenzen und Webinare

via „Google Meet“

Ich möchte Sie nachfolgend über die Verarbeitung personenbezogener Daten im Zusammenhang mit der Nutzung von GoogleMeet informieren.

Purpose of processing

I use the "GoogleMeet" tool to conduct conference calls, online meetings and/or video conferences (hereinafter referred to as "Online Meetings").

The tool also offers the possibility to share the screen, record conversations, save chat content and, depending on the version used, also transcribe conversation content and have it combined into a conversation protocol using artificial intelligence.

GoogleMeet is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. ("Google"), a service company of Google LLC based in the United States. Google LLC. has certified itself within the framework of the EU-US Privacy Shield Agreement to comply with the level of data protection applicable in the EU. The certificate can [be viewed](https://www.privacyshield.gov/list) at <https://www.privacyshield.gov/list>.

Responsible persons

The person responsible for data processing directly related to the conduct of online meetings is

Annett Croasdale
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94234 Viechtach
Germany

as a sole proprietor, herself.

Data Protection Officer

I am not subject to any legal obligation to appoint a data protection officer.

Scope of Processing

I use GoogleMeet to conduct online meetings. If I would like to **record** an online meeting, I will inform you clearly before the recording begins and, if necessary, ask for your consent. The fact of the recording will also be displayed to you in GoogleMeet and a notice will be sent by GoogleMeet.

If it is necessary for the purposes of logging results of an online meeting, I will log the **chat content**.

In addition, GoogleMeet uses **artificial intelligence**, which, depending on the setting and version, makes it possible to transcribe video calls and summarize the most important content in the sense of a **conversation protocol**. If I have the contents of the conversation transcribed, I will inform you clearly beforehand and – if necessary – ask for a compilation.

What data is processed?

When using GoogleMeet, different types of data are processed. The scope of the data also depends on what information you provide before or whilst participating in an online meeting.

The following personal data are subject to processing:

- **Profile and Attendee Information:** Information provided by an attendee joining a meeting, such as name, display name, picture, email address, phone number, professional information, specified location, user ID, or other information provided by the user and/or their account holder. In addition, whether the participant has his or her own license.
- **Device information:** information about the computers, phones, and other devices used when interacting with GoogleMeet products and services, such as information about speakers, microphone, camera, operating system version, hardware ID, PC name, MAC address, IP address (which can be used to generally infer city-or country-level location), device attribution (such as operating system version and battery level), Wi-Fi information and other device information (such as Bluetooth signals).
- **Content and context from meetings, webinars, messaging, and other collaboration features:** Content generated in meetings, webinars, or messages hosted in

Google products and services ("Customer Content"), including audio, video, meeting messages, whiteboards in and out of meetings, chat content, transcriptions, transcript edits and recommendations, replies to account owner/host-sponsored content. Feedback requests after meetings or webinars, responses to votes and Q&A, files and related context, such as invitation details, name of the meeting or chat, or meeting agenda. Depending on the account owner's settings, what I've shared, my settings, and what I do in Google products and services, the content may include voice and image.

- **Information about how people use meetings, webinars, chat, collaboration features, and the website:** Information about how people and their devices interact with Google products and services, such as: when participants join and leave a meeting; whether participants have sent messages and with whom they exchange messages; Performance data; Mouse movements, clicks, or icons (such as muting/unmuting or video on/off), features used (such as screen sharing, emojis, or filters), and other usage information and metrics.

Legal basis for data processing

The legal basis for data processing when conducting online meetings is Art. 6 para. 1b GDPR, insofar as the meetings are conducted within the framework of contractual relationships. If there is neither a contract nor pre-contractual measures and you have given me your express consent to this data processing, the legal basis is Art. 6 para. 1a GDPR. A consent given can be revoked at any time with effect for the future (see section Rights as a data subject).

If the processing is carried out to comply with legal obligations and the processing is necessary and legally permissible, the data processing is based on Art. 6 para. 1c GDPR. In addition, under justified circumstances, it may also be the case that the processing may be based on Art. 6 (1f) GDPR (legitimate interest).

Recipients / Disclosure of Data

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

Other recipients: Google necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of my order processing agreement with Google.

Otherwise, data will only be passed on to recipients outside the company if legal provisions allow or require it, if the transfer is necessary for the processing and thus for the fulfilment of the contract or, at your request, for the implementation of pre-contractual measures, if I have your consent or if I am authorised to provide information. Under these conditions, recipients of personal data can be, for example:

- Public bodies and institutions (e.g. public prosecutor's office, police, supervisory authorities, tax office) in the presence of a legal or official obligation,
- Recipients to whom the disclosure is necessary for the purpose of establishing or fulfilling the contract on a non-rentable basis, such as business information files.

Place of data processing

GoogleMeet is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. ("Google"), a service company of Google LLC based in the United States. Personal data is therefore also processed in a third country.

In order to ensure an appropriate level of data protection, a data processing agreement has been agreed with Google and, as a further guarantee, EU standard contractual clauses have been agreed. In addition, Google is aktiv certified according to the EU-US Data Privacy Framework, an agreement between the USA and the European Union (<https://www.dataprivacyframework.gov/list>). The agreement is intended to ensure that European data protection standards are complied with during processing.

Otherwise, a transfer of personal data to countries outside the European Economic Area or to an international organization only insofar as this is necessary for the processing and thus for the fulfilment of the contract or, at your request, for the implementation of pre-contractual measures, if the disclosure is required by law or if you have given me your consent.

Automated decision-making

For the establishment, fulfilment or implementation of the business relationship as well as for pre-contractual measures, I do not use fully automated decision-making in accordance with Art. 22 GDPR. If I use these procedures in individual cases, I will inform you separately or obtain your consent, where required by law.

Necessity of providing personal data

The provision of personal data from you is primarily voluntary, also for the decision on the conclusion of a contract, the fulfilment of a contract or for the implementation of pre-contractual measures. However, I can only make a decision within the framework of contractual measures if you provide such personal data that is necessary for the conclusion of the contract, the performance of the contract or pre-contractual measures are necessary.

Your rights as a data subject

You have the right to information about the personal data concerning you. You can contact me at any time for information. In the case of a request for information that is not made in writing, I ask for your understanding that I may require proof from you that you are the person you claim to be. You also have the right to rectification or deletion or to restrict the processing to the extent that you are legally entitled to do so. Finally, you have a right to object to the processing within the framework of the legal requirements. There is also a right to data portability within the framework of data protection regulations. You have the right to complain about the processing of personal data by me to a supervisory authority for data protection.

Deletion of data

I delete the data collected by me via GoogleMeet as soon as you ask me to delete it, you revoke your consent to the storage or the purpose for the data processing no longer applies and there are no other overriding reasons against it in accordance with the applicable data protection laws, such as statutory retention obligations. In the case of statutory retention obligations a deletion can only be considered after the expiry of the respective retention obligation.