

Data protection information for online meetings, video conferences and workshops via "Zoom" by Aktion Tanz – Bundesverband Tanz in Bildung und Gesellschaft e.V.

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 tool "Zoom" to conduct telephone conferences, online meetings, video conferences and digital workshops (hereinafter: "online meetings"). "Zoom" is a service provided by Zoom Video Communications, Inc. which is based in the USA.

Person responsible

Aktion Tanz - Bundesverband Tanz in Bildung und Gesellschaft e.V. is responsible for data processing directly related to the implementation of "Online Meetings".

Note: Insofar as you access the website of "Zoom", the provider of "Zoom" is responsible for data processing. However, accessing the website 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 is processed?

When using "Zoom", 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.

The following personal data are processed:

User details: first name, last name, telephone (optional), e-mail address, password (if "single sign-on" is not used), profile picture (optional), department (optional).

Meeting metadata: Topic, description (optional), participant IP addresses, device/hardware information.

For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat.

For dial-in with the telephone: information on the incoming and outgoing call number, country name, start and end time. If necessary, further connection data such as e.g. the IP address of the device.

Text, audio and video data: You may have the opportunity to use the chat, question or survey functions in an "online meeting". In this respect, the text entries you make are processed in order to display them in the "online meeting" and, if necessary, to record 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 are processed accordingly during 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 inform you transparently in advance and - if necessary - ask for your consent. The fact of the recording will also be displayed to you in the "Zoom" app.

If it is necessary for the purposes of recording the results of an online meeting, we will record the chat content. However, this will not usually be the case.

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

If you are registered as a user at Zoom, reports on 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 DSGVO is not used.

Legal basis for data processing

Insofar as personal data of employees of Aktion Tanz - Bundesverband Tanz in Bildung und Gesellschaft e.V. are processed, § 26 BDSG 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 of the use of "Zoom", then Art. 6 para. 1 lit. f) DSGVO is the legal basis for data processing.

In these cases, our interest lies in the effective implementation of "online meetings".

Otherwise, the legal basis for data processing when conducting "online meetings" is Art. 6 para. 1 lit. b) DSGVO, insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) DSGVO. Here too, we have an interest in the effective conduct of "online meetings".

Recipients / passing on of data

Personal data processed in connection with participation in "online meetings" will not be passed on to third parties as a matter of principle, unless it is intended to be passed on. Please note that, as in the case of face-to-face meetings, personal data from online 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 within the framework of our order processing contract with "Zoom" is provided for.

Data processing outside the European Union

"Zoom" is a service provided by a provider from the USA. Personal data is therefore also processed in a third country. We have concluded an order processing agreement with the provider of "Zoom" which complies with the requirements of Art. 28 DSGVO.

An appropriate level of data protection is guaranteed on the one hand by the "Privacy Shield" certification of Zoom Video Communications, Inc. and on the other hand by the conclusion of the so-called EU standard contractual clauses.

Data Protection Officer

For questions regarding data protection, please contact the office of Aktion Tanz - Bundesverband Tanz in Schulen e.V., Im Mediapark 7, 50667 Cologne, Germany E-mail: info@aktiontanz.de

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 correction or deletion or to restriction of processing, insofar as you are entitled to this by law.

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

You also have the right to data portability within the framework of data protection law.

Deletion of data

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 fulfil contractual services, to check and grant or ward off 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 of complaint to 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 in data processing or other occasions that make this necessary. You will always find the current version on this website.

Status: 25.01.2021