

Privacy policy for webinars via "Zoom" of the AWA Foreign Trade Academy GmbH

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

Purpose of processing

We use the "Zoom" tool to conduct webinars (hereafter: "online meetings"). "Zoom" is a service of Zoom Video Communications, Inc. which is based in the USA.

Responsible person

The person responsible for data processing directly related to the holding of "online meetings" is AWA Foreign Trade Academy GmbH.

What data is processed?

When using "Zoom", different types of data are processed. The extent of the data also depends on the information you provide before or during participation in an "online meeting".

The following personal data are subject to processing:

User information: first name, last name, telephone (optional), e-mail address, password (if "Single-Sign-On" is not used), profile picture (optional),

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

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

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

Text, audio and video data: You may be able 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 and, if necessary, log 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 switch off or mute the camera or microphone yourself at any time using the "Zoom" applications.

In order 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 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 not be the case in usually.

For webinar recording and follow-up purposes, we can also process questions asked by webinar participants.

If you are registered as a user at "Zoom", reports of "online meetings" (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) can be stored for up to one month at "Zoom".

An automated decision making process in the sense of Art. 22 DSGVO is not used.

Legal basis of the data processing

The legal basis for data processing in connection with "online meetings" is Art. 6 para. 1 lit. b) DSGVO, insofar as the meetings are held within the framework of contractual relations.

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

Recipient / passing on of data

Personal data that is 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.

It is possible that the provider of "Zoom" necessarily obtains knowledge of the above-mentioned data, insofar as this is provided for in the contract 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 is therefore also carried out in a third country. We have concluded an order processing contract 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 conclusion of the so-called EU standard contract clauses. As a supplementary protective measure, we have also configured our zoom configuration in such a way that only data centers in the EU, the EEA or safe third countries such as Canada or Japan are used for "online meetings".

Data protection officer

We have appointed a data protection officer. You can reach him as follows: info@ra-wessel.de

Your rights as a data subject

You have the right to be informed 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 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 limitation of the 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 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 to ward off warranty and guarantee claims. In the case of legal storage obligations, deletion only comes into consideration after 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 will revise this privacy policy 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: 28.10.2020