

Privacy policy for online meetings, conference calls and web seminars via "WebEx" of STÖGER AUTOMATION GmbH

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

Purpose of processing

We use the "WebEx" tool to conduct conference calls, online meetings, video conferences and/or web seminars (hereinafter referred to as "Online Meetings"). "WebEx" is a service of Cisco Systems, Inc.

Responsibility

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

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

Which data is processed?

Various types of data are processed when using "WebEx". 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:

- **registration information:** name, email address, password, public IP address, billing information, geographic region, unique user ID (UUID), user information included in the customer's active directory (if synced). Optional: phone number, mailing address, avatar
- **host and usage information:** IP address, user agent identifier, hardware type, operating system type and version, client version, ip addresses along the network path, MAC address of your client (as applicable), service version, actions taken, geographic region, meeting session information (title, date and time, frequency, average and actual duration, quantity, quality, network activity, network connectivity), number of meetings, number of screen-sharing and nonscreen-sharing sessions, number of participants, meeting host information (host name, meeting site URL, meeting start/end time), screen resolution, join method, performance – troubleshooting and diagnostics information, call attendee information (including email addresses, IP address, username, phone number, room device information)
- **user-generated information:** meeting and call recordings, transcriptions of call recordings, uploaded files (for webex events and training only)

Scope of Processing

We use "WebEx" 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. If necessary, for the purposes of recording the results of an online meeting, we will log the chat content. However, this will usually not be the case. 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 STÖGER AUTOMATION GmbH are processed, § 26 BDSG is the legal basis of the data processing. If, in connection with the use of "WebEx", 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 "WebEx", 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 "WebEx" necessarily obtains knowledge of the above-mentioned data to the extent that this is provided for in our contract processing agreement with "WebEx".

Data processing outside the European Union

"WebEx" 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 "WebEx" 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@stoeger.com

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: 16.09.2020