

Information on data processing when using Microsoft 365, Office 365 and Microsoft Teams

Responsible person

HCONSULT Polska sp-z o.o.

ul. Chorzowska 108

40-121 Katowice

Phone: +48 601848894

E-mail: iinfo@hconsult-polska.pl

Note: If you access the “Microsoft Teams” website, the provider of “Microsoft Teams” is responsible for data processing. However, accessing the website is only necessary for the use of “Microsoft Teams” in order to download the software for the use of “Microsoft Teams”. If you do not want to or cannot use the “Microsoft Teams” app, you can also use “Microsoft Teams” via your browser. The service is then also provided via the Microsoft Teams website.

If you have any questions or concerns about data protection, please contact us by post at the above address or by email at: info@hconsult-polska.pl

Information on the processing activity

Purposes of the processing

We use Microsoft 365 and Microsoft Teams for communication within the company and with third parties, for online meetings (telephone and video conferences, presentations, training courses, etc.).

Legal bases of the processing activity

Data processing is used, for example, to provide contractually agreed services. If there is no contractual relationship, the data processing may serve to protect our and your legitimate interests or be based on your consent. You can withdraw your consent at any time (see section “Your rights”).

Categories of personal data

Various types of data are processed when you use Microsoft Teams. The scope of the data also depends on the information you provide yourself before and during participation in an online meeting.

The following types of data are processed:

- User details (e.g. display name, email address, profile picture (optional), preferred language);
- Meeting metadata (e.g. date, time, meeting ID, telephone number, location);
- Text, audio and video data: You may have the option of using the chat function in an online meeting. In this case, the texts you enter will be processed in order to display them in the online meeting.

To enable the display of video data and the playback of audio data, the data from the microphone and from a video camera on your end device is processed for the duration of online meetings. You can mute or switch off the microphone or video camera yourself at any time via the Microsoft Teams applications.

Data transfer and categories of recipients

Microsoft 365, Office 365 and Microsoft Teams are products of Microsoft Corporation, One Microsoft Way Redmond, WA 98052-6399 USA.

Further information on the purpose and scope of data collection and processing by Microsoft Teams can be found in Microsoft's privacy policies at <https://privacy.microsoft.com/de-de/privacystatement> and Microsoft Teams at <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>.

Microsoft also processes your personal data in the USA. EU standard contracts have been concluded with Microsoft for Office 365 and Teams in order to guarantee an appropriate level of data protection. You can access the EU standard contractual clauses at <https://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:039:0005:0018:DE:PDF>.

Additional information

Storage duration of personal data

We generally delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and guarantee claims. In the case of statutory retention obligations, deletion will only be considered after the respective retention obligation has expired.

Obligation to provide personal data

You are not obliged to provide your personal data. If you do not provide it, you may not be able to participate in online meetings. To take part in an online meeting, you must at least provide your name. Without your data, we may not be able to process your request or provide contractually agreed services.

Your rights

You have the right of access under Art. 15 of the General Data Protection Regulation (GDPR), the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, you have the right to lodge a complaint with a data protection supervisory authority in accordance with Art. 77 GDPR if you believe that your personal data is being processed unlawfully. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

If we process the data on the basis of your consent, you are entitled to withdraw this consent at any time in accordance with Art. 7 GDPR. Please note that the revocation only takes effect for the future. Processing that took place before the withdrawal is not affected. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements (see section "Duration of data storage").

Insofar as we process your data in accordance with Art. 6 para. 1 lit. f GDPR to protect our legitimate interests, you have the right to object to the processing of this data at any time in

accordance with Art. 21 GDPR for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercise or defense of legal claims.

You are welcome to contact us to protect your rights.

Automated decision making

An automated decision in individual cases within the meaning of Art. 22 GDPR does not take place.