

# Privacy notices for Kuhne electronic video services with Microsoft

Information requirements according to Article 13 and 14 DSGVO

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## 1. Persons responsible for data collection

**Kuhne electronic GmbH**

vertreten durch

Jutta Kuhne

### **Kontakt**

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## 2. Data Privacy Officer

COMARO Int. Business Network  
externer Datenschutzbeauftragter  
Markus Roedel  
Eichenweg 3  
95119 Naila  
E-Mail: [info@comaro.net](mailto:info@comaro.net)

## 3. Collection and processing of personal data when participating in videoconferences of Kuhne electronic with Microsoft Teams

Kuhne electronic uses the tool "Microsoft Teams" to conduct telephone conferences, online meetings, video conferences and/or webinars. Microsoft Teams is a service of Microsoft Corporation. The processing is carried out on behalf of Kuhne electronic by

### **Microsoft Ireland Operations Limited**

One Microsoft Place  
South County Business Park  
Leopardstown  
Dublin 18  
D18 P521  
Irland

Please note that this privacy notice only informs you about the processing of your personal data by Kuhne electronic, when using a Microsoft Teams video conference. As far as you access the website of "Microsoft Teams", the provider of "Microsoft Teams" is responsible for the data processing. If you require information about the processing of your personal data by Microsoft, we ask you to consult the relevant declaration at Microsoft. Here you will find further information from Microsoft on this topic:

[Microsoft Privacy Policy - Microsoft Privacy](#)

[Microsoft Teams Security Guide - Overview - Microsoft Teams | Microsoft Docs..](#)

When using "Microsoft Teams", 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 subject to processing:

*IP address*

*User details: username, display name, email address, profile picture if applicable, profile information (optional details), preferred language, etc.*

*Meeting metadata: Meeting ID, attendee IP addresses, service data about the particular session and use of the system (data from devices/hardware used, operating system, time zone), phone numbers (if dialing in with phone), location, name of the meeting and password from the organizer if applicable, date, time and duration, activities recorded in the meeting (such as attending and leaving), including activities related to third-party integrations, along with date, time, person participating in the activity and other participants in the meeting with date, time, duration.*

*Chat, audio and video data: For audio and video to take place, the application needs access to your microphone or video camera. You can mute or unmute them yourself at any time. Any text entries you make in the chat are also processed and stored.*

We use the aforementioned and anonymized data to monitor the quality of the service and to identify possible sources of errors in the course of operation. Content data such as chat logs and files are not viewable.

**Legal basis:** *This processing is necessary for the performance of the contract (Art. 6 para. 1 lit. b) DSGVO) and for the protection of legitimate interests of us or third parties (Art. 6 para. 1 lit. f) DSGVO). For example, for ensuring IT security and IT operations.*

### **3a. Cookies**

Microsoft Teams uses temporary and permanent cookies: ([\*.]microsoft.com  
[\*.]microsoftonline.com  
[\*.]teams.skype.com  
[\*.]teams.microsoft.com  
[\*.]sfbassets.com  
[\*.]skypeforbusiness.com.

Information on the use of cookies by Microsoft can be found at [Privacy Policy - Microsoft Privacy](#).

**Legal basis:** *The setting of cookies is necessary for the performance of the contract (Art. 6 para. 1 lit. b) DSGVO).*

You can deactivate the storage of cookies via your browser settings and delete already stored cookies in your browser at any time. Please note, however, that this online offer will only function to a limited extent without cookies.

#### **4. Device identification and location data**

No device identifiers and no other location data are collected.

#### **5. Other processing purposes**

Your personal data may be processed by Kuhne electronic due to other legal obligations, e.g. court order. Legal basis due to legal requirements (Art. 6 para. 1 lit. c) DSGVO) or in the public interest (Art. 6 para. 1 lit. e) DSGVO).

As far as necessary, Kuhne electronic processes your data beyond the actual performance of the contract to protect legitimate interests of us or third parties. For example for:

- Ensuring IT security and IT operations, e.g. transmission protocols,
- Assertion of legal claims and defense in legal disputes. **Rechtsgrundlage für diese Verarbeitungen ist das berechnigte Interesse der Kuhne electronic (Art. 6 Abs. 1 lit. f) DSGVO).**

You have the right to object to the processing of your personal data on grounds relating to your particular situation at any time. You may object to the use of your personal data for direct marketing at any time without giving reasons.

According to information provided by Microsoft, as part of "business activities," Microsoft processes data for the following activities, each related to the provision of products and services to Customer: (1) billing and account management; (2) compensation (e.g., calculating employee commissions and partner incentives); (3) internal reporting and business modeling (e.g. forecasting, revenue, capacity planning, product strategy); (4) combating fraud, cybercrime, or cyberattacks that may affect Microsoft or Microsoft products; (5) improving core functionality related to accessibility, privacy, or energy efficiency; and (6) financial reporting and compliance with legal obligations (subject to the limitations on disclosure of Processed Data described below).

In processing for these business activities, Microsoft applies data minimization principles and does not use or process Customer Data, Professional Services Data or Personal Data for: (a) user profiling; (b) advertising or similar commercial purposes; or (c) any other purposes except as set forth in this section. For processing data for the aforementioned commercial purposes, Microsoft will determine both the means and the purposes of the data processing. Microsoft

considers itself solely responsible for such data processing to comply with all applicable laws as well as to fulfill its obligations.

## **6. Duration of storage**

If your personal data is no longer required for the above-mentioned purposes, it is regularly deleted.

Anonymized log data is stored for up to 30 days for access by Kuhne electronic. Access is exclusively for the purpose of identifying system errors, troubleshooting, clarifying security issues and checking for manipulation or other misuse. It is only accessible to administrators of the Microsoft 365 platform.

Chat messages sent within a Teams video conference can also be viewed by the participants after the 30 days. However, after 30 days, the external participant is displayed in the chat as an "Unknown user". This means that it is no longer possible to track who wrote the chat.

## **7. Recipients of personal data**

For the provision of the contractual service, those data are transferred to Microsoft which are necessary for the provision of the service. In particular, user ID and IP address are transferred to Microsoft. When using the service, content data is transferred to Microsoft, whereby you yourself determine which data is transferred. According to Microsoft, the transmission of content data is encrypted. For more information about Microsoft's processing of personal data and encryption, see the [Microsoft Teams Security Guide - Overview - Microsoft Teams | Microsoft Docs](#).

## **8. Third country**

A transfer of personal data to service providers outside the European Economic Area (EEA) takes place in compliance with the regulations of Chapter V of the GDPR on the transfer of personal data to third countries.

Data processing outside the European Union (EU) does not take place in principle, as we have limited our storage location to data centers in the European Union. However, we cannot exclude the routing of data via internet servers that are located outside the EU. This may be the case in particular if participants in "Online Meeting" are located in a third country. Also, in the case of support and maintenance in individual cases and in the case of processing by Microsoft for business purposes, access to data from the third country cannot be ruled out.

However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

## 9. Data subject rights

If Kuhne electronic has stored data about you, you can request information about the data stored about you. Please inform us if we have stored incorrect data about you or if you do not agree with parts of the data storage so that we can correct, delete or restrict their processing.

Personal data that you have entered will be provided to you in a transferable format upon request within the scope of the legal requirements.

To exercise a data subject right, please contact [info@kuhne-electronic.de](mailto:info@kuhne-electronic.de), stating

- your contact details
- the data subject rights you wish to exercise.

## 10. Opposition

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you, provided that such processing is carried out in the context of the balancing of interests or in the public interest. You may object to the use of your personal data for direct marketing at any time without stating reasons. To do so, please contact [info@kuhne-electronic.de](mailto:info@kuhne-electronic.de).

## 11. Existence of a right of appeal to a supervisory authority

In the event of complaints, you can contact a supervisory authority. For Kuhne electronic, the Bavarian State Office for Data Protection Supervision is the competent supervisory authority.

## 12. What happens if the data is not provided

Without this personal data, we are not able to conduct the video conference with you.

## 13. Security

Kuhne electronic takes appropriate technical and organizational measures to ensure a level of protection appropriate to the risk and to protect personal data against destruction, loss, alteration or unauthorized disclosure and access. The effectiveness of these measures is regularly reviewed, assessed and evaluated. This also applies to the selection of the processors used.

## 14. Links to other websites

If you call up an external website from our site (external link), the external provider may receive information from your browser about the page from which you have come to him. The external provider is responsible for this data. We, like any other provider, are not able to influence this process.