



## Data protection information for online meetings, telephone conferences and web seminars via "GoToMeeting" and "GoToWebinar"

Information on the handling of your data and rights in accordance with Articles 13, 14 and 21 of the European General Data Protection Regulation (GDPR).

We hereby inform you about the processing of your personal data by Bayerische Forschungsallianz (Bavarian Research Alliance) GmbH in connection with the use of "GoToMeeting" and "GoToWebinar" and the rights to which you are entitled under data protection law.

### Purpose of data processing

We use the "GoToMeeting" and "GoToWebinar" tool to conduct telephone conferences, online meetings, video conferences and/or web seminars (hereinafter: "online meetings").

### Name and contact details of the controller

Responsible for carrying out the data processing in the context of online meetings:

Bayerische Forschungsallianz (Bavarian Research Alliance) GmbH  
Prinzregentenstraße 52  
80538 Munich/Germany  
Phone: +49 (0)89 9901 888 0  
E-mail: [info@bayfor.org](mailto:info@bayfor.org)

You can reach our data protection officer at the aforementioned address or at: [DSB@bayfor.org](mailto:DSB@bayfor.org). The contact details are also available on the website at [www.bayfor.org](http://www.bayfor.org).

**Note:** If you access the “GoToMeeting” or “GoToWebinar” website, the provider of “GoToMeeting” and “GoToWebinar” is responsible for data processing. However, accessing the website is only necessary in order to download the “GoToMeeting” or “GoToWebinar” software.

You can also use “GoToMeeting” and “GoToWebinar” by entering the meeting ID and any additional meeting credentials directly in the “GoToMeeting” or “GoToWebinar” app.

If you don't want to or can't use the “GoToMeeting” or “GoToWebinar” app, the basic functionality can also be used via a browser version, which can also be found on the “GoToMeeting” and “GoToWebinar” website.

### Data categories used and source of data

When using “GoToMeeting” and “GoToWebinar”, different types of data are processed. The scope of the data also depends on what data you disclose before or during an online meeting.

The following personal data are the subject matter of the processing:

**User details:** Since this is a network event, you must enter your first name, surname and organisation in “GoToMeeting” and “GoToWebinar” as you did when registering for the event. Telephone (optional), email address, password (if single sign-on is not used), profile picture (optional), department (optional)

**Meeting Metadata:** Subject, description (optional), participant IP addresses, device/hardware information

### For records (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 with the phone:

Information about incoming and outgoing phone numbers, country names, start and end times. If necessary, additional connection data can be saved, such as the device's IP address.

### Text, audio and video data:

You may have the opportunity to use the chat, question or survey features in an online meeting. In this respect, the text entered by you will be processed in order to display it in the online meeting and, if necessary, to log it. To enable video to be viewed and audio to be played back, the data is processed accordingly during the online meeting from the microphone on your end device as well as from any video camera on the end device. You

can turn off or mute the camera or microphone yourself at any time via the “GoToMeeting” and “GoToWebinar” applications.

To participate in an online meeting, you must at least provide your name and organisation to enter the "Meeting Room".

### Scope of processing

We use “GoToMeeting” and “GoToWebinar” to conduct online meetings. If we want to record online meetings, we will clearly inform you of this in advance and – if necessary – ask for your consent. The “GoToMeeting” and “GoToWebinar” app will also tell you that a recording is being made.

If necessary for the purposes of recording the results of an online meeting, we will log the contents of the chat. However, this will generally not be the case.

In the case of web seminars, we can also process the questions asked by webinar participants for the purposes of recording and following up on web seminars.

If you are registered as a user in “GoToMeeting” and “GoToWebinar”, reports of online meetings (meeting metadata, phone dial-in data, questions and answers in web seminars, survey functionality in web seminars) can be saved in “GoToMeeting” and “GoToWebinar” for up to 90 days.

The option of software-side "Attention Monitoring" ("Attention Tracking") in online meeting tools is deactivated.

Automated decision-making within the meaning of Article 22 GDPR is not used.

### Legal basis for processing

For employees of Bavarian Research Alliance GmbH, Section 26 BDSG is the legal basis for data processing. If, in connection with the use of “GoToMeeting” and “GoToWebinar”, data is not required for data processing, but is nevertheless an essential component of the use of “GoToMeeting” and “GoToWebinar”, Article 6 (1) (f) GDPR is the legal basis for data processing. In these cases, our interests lie in conducting online meetings effectively.

For other participants in online meetings – insofar as the meetings are held as part of contractual relationships – Article 6 (1) (b) GDPR is the legal basis for data processing.

If there is no contractual relationship, the legal basis is Article 6 (1) (f) GDPR. Again, our interests lie in conducting online meetings effectively.

## Recipients or categories of recipients of the personal data

Personal data processed in connection with participation in online meetings are generally not disclosed to third parties, unless they are specifically intended for disclosure. Please note that content from online meetings, as well as personal meetings, is often used to communicate information to customers, prospective customers or third parties and is therefore intended for distribution.

Other recipients: The provider of “GoToMeeting” and “GoToWebinar” necessarily becomes aware of the aforementioned data, insofar as this is provided for in our order processing contract with “GoToMeeting” and “GoToWebinar”.

## Transfer of personal data to a third country

“GoToMeeting” and “GoToWebinar” is a service provided by LogMeIn Ireland Limited (Bloodstone Building Block C 70 Sir John Rogerson's Quay Dublin 2, Ireland), a subsidiary of LogMeIn Inc. (LogMeIn, 320 Summer Street, Boston, MA 02210, USA). The processing of personal data therefore also takes place in a third country. We have concluded an order processing agreement with the provider of “GoToMeeting” and “GoToWebinar”.

As far as possible, we have concluded the so-called EU standard contractual clauses with LogMeIn Inc. and all affiliated companies.

## Duration of storage of personal data

We generally delete personal data if there is no need for further storage. In particular, there may be a requirement if the data is still required in order to perform contractual services, to be able to check and grant or reject warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion is only considered after the respective retention obligation has expired.

## Rights of data subjects

Under the General Data Protection Regulation, you have the following rights:

If your personal data is processed, you have the right to receive information about the data stored about you (Article 15 GDPR).

If incorrect personal data is processed, you have the right to rectification (Article 16 GDPR).

If the legal requirements are met, you can request deletion or restriction of processing and object to processing (Articles 17, 18 and 21 GDPR).

If you have consented to data processing or have concluded a data processing agreement and data processing is carried out using automated procedures, you may have the right to data portability (Article 20 GDPR).

If you make use of your rights above, our company will check whether the legal requirements for this have been met.

### Right of appeal

You have the option of submitting a complaint to the aforementioned data protection officer or to our data protection supervisory authority. You can reach our data protection supervisory authority at:

Bavarian State Office for Data Protection Supervision (BayLDA)

Post office box 1349

91504 Ansbach

Phone: +49 (0) 981 180093-0

Fax: +49 (0) 981 180093-800

E-mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

We will revise these privacy notices in the event of changes in data processing or other circumstances that require this. You can always find the latest version on this website.

As of: 06/08/2020