



## Data protection information for online meetings via “Cisco Webex”

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 Cisco Webex and the rights to which you are entitled under data protection law.

### Purpose of data processing

We use the “Cisco Webex” tool to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter: “online meetings”).

### Name and contact details of the controller

The party responsible for data processing directly related to the conduct of online meetings is the

Bayerische Forschungsallianz (Bavarian Research Alliance) GmbH  
Prinzregentenstrasse 52  
80538 Munich  
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 visit the “Cisco Webex” website, the provider of “Cisco Webex” is responsible for data processing. However, accessing the website is only necessary to use “Cisco Webex” in order to download the app for using “Cisco Webex”.

You can use “Cisco Webex” if you use the respective meeting ID number and, if applicable, enter additional meeting credentials directly in the “Cisco Webex” app.

If you do not want to or cannot use the “Cisco Webex” app, the functions can also be

used via a browser version, which can be accessed via the link in your invitation.

## Data categories used and source of data

When using “Cisco Webex”, 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 networking event, it is necessary to enter the user's first name, surname and organisation in “Cisco Webex” as when registering for the event. E-mail address and profile photo (not mandatory).

### Meeting Metadata:

Topic, description, participant IP addresses, device/hardware information, for example browser.

### For records (optional):

.ARF and .WRF files (Webex formats) of all video, audio and presentation recordings as well as text files of the online meeting chat, including all common formats in which these files can be converted.

### When dialling in with the phone:

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

### 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 switch off or mute the camera or microphone yourself at any time via the “Cisco Webex” apps.

## Scope of processing

We use “Cisco Webex” 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.

If necessary for the purposes of recording the results of an online meeting, we will

log the contents of the chat.

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

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 Cisco Webex, data is not required for data processing, but is nevertheless an essential component of the use of Cisco Webex, 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) point b GDPR is the legal basis for data processing.

If there is no contractual relationship, the legal basis is Article 6 (1) (f) GDPR. Here, too, our interest is in the effective implementation of online meetings as part of the fulfilment of our tasks to promote Bavaria as a location for science and innovation in the European Research Area.

Participants also declare their consent to the processing of personal data relating to their participation in an online meeting – in any case without any further direct declaration of consent – by participating in an online meeting themselves. Otherwise, registration for an online meeting via "Webex" is not possible without agreeing to the event Terms and Conditions. Consent provides a legal basis for data processing pursuant to Art. 6 (1) (a) GDPR.

**Note:** Participants in online meetings can switch off or mute the camera and/or microphone themselves at any time via the "Cisco Webex" applications. The personal text, audio and video data of the participants is collected and processed if they contribute themselves to the web meeting by using/triggering the corresponding function via chat, audio or video.

In this respect, the legal basis for participants is consent pursuant to Art. 6 (1) (a) GDPR. By activating the corresponding functions in "Cisco Webex", the participant's consent to the corresponding data processing is implicitly declared.

## Recipients or categories of recipients of the personal data

Personal data processed in connection with participation in online meetings is 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 "Cisco Webex" necessarily becomes aware of the aforementioned data, insofar as this is provided for in our order processing contract with "Cisco Webex".

## Transfer of personal data to a third country

"Cisco Webex" is a service of Cisco Systems Inc. based in the USA (Corporate Headquarters, 170 West Tasman Dr., San Jose, CA 95134, USA). The processing of personal data therefore also takes place in a third country. We have entered into an order processing agreement with the provider of "Cisco Webex". In addition, we have agreed the so-called EU standard contractual clauses with Cisco Systems Inc.

## Duration of storage of personal data

Bayerische Forschungsallianz GmbH only processes the personal data to the extent and for as long as this is necessary for the preparation, implementation and follow-up of online meetings. 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 have this corrected (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 abovementioned rights, 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)

Postfach 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: 30/09/2021