

## Notice on data protection – web meetings

Friedrich Schiller University Jena processes personal data in connection with conducting telephone conferences, online meetings, video conferences and/or webinars (hereinafter: web meetings).

With this data protection notice, Friedrich Schiller University Jena would like to inform you about the processing of your personal data within the framework of web meetings in accordance with Article 13 of the General Data Protection Regulation (GDPR).

### 1. Name and contact details of those responsible for data processing

Friedrich Schiller University Jena (FSU)  
represented by the *Kanzler* (Head of Administration), Dr Klaus Bartholmé  
Fürstengraben 1, 07743 Jena  
Telephone: +49 3641 9-402000  
E-mail: [kanzler@uni-jena.de](mailto:kanzler@uni-jena.de)

### 2. Contact details of the Data Protection Officer

Friedrich Schiller University Jena (FSU)  
Legal Office  
Fürstengraben 1, 07743 Jena  
Telephone: +49 3641 9-402000  
E-mail: [kanzler@uni-jena.de](mailto:kanzler@uni-jena.de)

### 3. Extent of processing

The extent of data processing in relation to web meetings depends on the web meeting service the lecturers are using, what information you enter before or while participating in a web meeting, and the settings you make.

The following personal data are subject to processing:

Information regarding the participant; meeting metadata; when recordings are made: text, audio and video data from the web meeting; when calling in by telephone: information on incoming and outgoing telephone numbers, names of countries, start and end time; when the respective functions of the web meeting service are activated by the participants: text, audio and video data of the web meeting participants.

Please note:

The FSU has made the default settings of each web meeting service as data protection-friendly as possible. In principle, your text, audio and video data will not be processed without your having initiated this processing by activating the relevant functions.

### 4. Purposes and legal basis of processing

Your personal data are processed by the FSU for the purpose of fulfilling the tasks set out in the Thuringian Higher Education Act (Thüringer Hochschulgesetz, ThürHG), in particular for

the purposes of research and teaching. The web meeting services are used in order to fulfil these tasks digitally.

The legal basis is Article 6, paragraph 1, point e) of the GDPR, in conjunction with the ThürHG. Insofar as personal data of FSU employees are processed, the legal basis for data processing is Section 26 of the German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG).

Please note:

In line with the default settings put in place by the FSU, only the personal text, audio and video data of the lecturer in a web meeting will be processed in principle. However, by way of exception, personal text, audio and video data will also be collected from you as a participant and, if necessary, saved if you join the web meeting by triggering the relevant functions. The legal basis in this respect is your consent in accordance with Art. 6, para. 1, point a) of the GDPR, which you implicitly give by activating the relevant functions in the web meeting service. You can withdraw your consent vis-à-vis the lecturer in question at any time.

## **5. Data recipients**

Personal data processed in connection with participation in web meetings are in principle never passed on to third parties. If external web meeting services are involved, the providers of these services will necessarily obtain knowledge of the above-mentioned data, insofar as this is provided for under the data processing agreements with the providers.

## **6. Data processing outside the European Union**

Personal data may also be processed in a third country if the provider of a web meeting service is based there. In general, the FSU only uses such web meeting services if an adequate level of data protection is guaranteed by the conclusion of what are called EU standard contractual clauses.

## **7. Storage period**

The personal data relating to you will be stored until the purpose of the data processing ceases to apply or until the expiry of legal or official retention periods.

## **8. Rights of the persons concerned**

Under the GDPR, you are entitled to the following rights under the conditions specified in the law: right of access (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restriction of processing (Art. 18 GDPR), right of data portability (Art. 20 GDPR), right to object (Art. 21 GDPR).

You also have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).