

## Notice on data protection - web meetings with "Zoom"

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

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)

#### Please note:

As soon as you call up the "Zoom" website, the service provider "Zoom" is responsible for data processing. However, to use "Zoom" it is only necessary to access the website in order to download the software for using "Zoom". You can also use "Zoom" by entering the relevant meeting ID and any other access data needed for the meeting directly into the "Zoom" app. If you are unable or unwilling to use the "Zoom" app, the basic functions can also be used via a browser version, which you can also find on the "Zoom" website.

### 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

When you use "Zoom", different types of personal data are processed. The extent of data processing in relation to web meetings depends on the information you enter before or during participation in a web meeting and the settings you make.

The following personal data are subject to processing:

Information regarding the participant: you can participate in web meetings without providing any uniquely identifying user data. For this you choose a pseudonym as a username.

If, when entering the web meeting, you are logged into your existing "Zoom" user account, the data stored there will be processed. These can include: your first name, last name, telephone

number (optional), e-mail address, password (if "Single-Sign-On" is not used), profile picture (optional), and department (optional). In addition, when you log into the "Zoom" user account, reports on web meetings (meeting meta data, telephone dial-up data, questions and answers from webinars, survey function in webinars) will be stored for up to one month at "Zoom".

Meeting meta data: topic, description (optional), participant's IP addresses, device/hardware information.

When recordings are made: MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat.

When calling in by telephone: information on incoming and outgoing telephone number, names of countries, start and end time. If necessary, further communication data such as the IP address of the device can be saved.

Text, audio and video data: in a web meeting you may have the possibility of using the chat, question or survey functions. In this regard, the text entries you make are processed in order to display and, if necessary, record them during the web meeting. To enable the display of video and the playback of audio, the data from your terminal's microphone and any video camera on the terminal will be processed for the duration of the meeting. You can switch off the camera or mute the microphone yourself at any time using the "Zoom" applications. The default settings are put in place by the FSU so that no text, audio or video data are processed without your having arranged this processing yourself.

#### **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 "Zoom" tool is used to be able 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 by chat or video.

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 "Zoom". 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, unless they are specifically intended to be passed on. Of

necessity, the provider of "Zoom" obtains knowledge of the above-mentioned data, insofar as this is specified under the data processing agreement with "Zoom". "Zoom" is a service of Zoom Video Communications, Inc., which has its headquarters in the USA.

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

"Zoom" is a service which is supplied by a provider in the USA. Personal data are therefore also processed in a third country. The FSU has concluded a data processing agreement with the service provider of "Zoom", which meets the requirements of Art. 28 of the GDPR.

An appropriate 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).