

# Privacy notice for the online meeting "ICAC 2021 virtual event" of the Leibniz Institute for Neurobiology

## Purpose of the data processing

The purpose of the processing is the implementation of the online meeting "ICAC 2021". For the execution we use "Zoom", a service of Zoom Video Communications, Inc. which is based in the USA.

## Controller

**Controller** for data processing directly related to the implementation of the online meeting "ICAC 2021" is the Leibniz Institute of Neurobiology, represented by the Executive Director and the Administrative Manager.

**Note:** When you access the website of "Zoom", the provider of "Zoom" is responsible for data processing. A call to the website is required to use "Zoom" in order to download the software for using "Zoom". You can also use "Zoom" if you enter the respective meeting ID and, if applicable, further access data for the meeting directly in the "Zoom" app. If you do not want to or cannot use the "Zoom" app, then the basic functions can also be used via a browser version, which you can also find on the "Zoom" website. You can find "Zoom's" privacy policy at <https://explore.zoom.us/docs/en-us/privacy.htm>.

## What data is processed?

When registering for the meeting and using "Zoom", various types of data are processed. The scope of the data also depends on the data you provide before or during participation in the online meeting "ICAC 2021".

The following personal data are subject to processing:

**User details:** first name, last name, phone (optional), e-mail address, password (if "single sign-on" is not used), profile picture (optional), department (optional)

**Meeting metadata:** Topic, description (optional), attendee IP addresses, device/hardware information.

**For recordings:** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chat.

**Text, audio and video data:** You may have the option of using the chat, question or survey functions in an "online meeting". To this extent, the text entries you make are processed in order to display them in the "ICAC 2021" online meeting and, if necessary, to log them. To enable the display of video and the playback of audio, the data from the microphone of your terminal device and from any video camera of the

terminal device will be processed accordingly for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time via the "Zoom" applications.

To participate in an "online meeting" or to enter the "meeting room", you must at least provide information about your name.

### **Scope of processing**

We use "Zoom" to conduct the online meeting "ICAC 2021". If we want to record online meeting "ICAC 2021", we will transparently communicate this to you in advance and - if necessary - ask for consent. The fact of recording will also be displayed to you in the "Zoom" app.

If it is necessary for the purpose of logging results of the online meeting "ICAC 2021", we will log the chat content. However, this will usually not be the case.

### **Legal bases of data processing**

The legal basis is Art. 6 para. 1 lit. f) GDPR, if applicable in conjunction with § 26 BDSG. Our interest is in the effective implementation of the online meeting.

### **Recipients / Data transfer**

Personal data processed in connection with participation in "online meetings" will not be disclosed to third parties as a matter of principle, unless it is specifically intended for disclosure. Please note that content from "online meetings", as well as from face-to-face meetings, is often used precisely to communicate information with interested parties or third parties and is therefore intended for disclosure.

Other recipients: The provider of "Zoom" necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in the context of our order processing agreement with "Zoom".

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

"Zoom" is a service provided by a provider from the USA. A processing of personal data therefore also takes place in a third country. We have concluded an order processing agreement with the provider of "Zoom" that meets the requirements of Art. 28 GDPR.

An adequate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses. As a supplementary protective measure, we have also configured our Zoom so that only data centers in the EU, the EEA or secure third countries such as Canada or Japan are used to conduct "online meetings".

## **Data protection officer**

We have appointed a data protection officer.

You can reach him as follows: Leibniz Institute for Neurobiology, Dr. Ulrich Schröder, - Brennekestr. 6, 39118 Magdeburg, e-mail: [datenschutz@lin-magdeburg.de](mailto:datenschutz@lin-magdeburg.de)

## **Your rights as a data subject**

You have the right to **obtain information** about the personal data concerning you. You can contact us for information at any time.

In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be.

Furthermore, you have a right to **correction** or **deletion** or to **restriction of processing**, insofar as you are entitled to this by law.

Finally, you have a **right to object** to processing within the scope of the law.

A right to **data portability** also exists within the framework of data protection law requirements.

## **Data deletion**

As a matter of principle, we delete personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion will only be considered after expiry of the respective retention obligation.

## **Right of complaint to a supervisory authority**

You have the right to complain about the processing of personal data by us to a data protection **supervisory authority**.

### **Amendment of this privacy notice**

We revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. You will always find the current version on this website.