

Data protection information for online meetings, telephone conferences and webinars via "Zoom" of Goethe-Institut e.V:

We would like to inform you about the processing of personal data in connection with the use of "Zoom".

Processing Purpose

We use "Zoom" to hold telephone conferences, online presentations, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). "Zoom" is a service of Zoom Video Communications, Inc. which is based in the USA.

Responsible authority

The responsible authority for data processing within online meetings is Goethe-Institut e.V., Oskar-von-Miller-Ring, 18, 80333 Munich (hereinafter "we")

Please note: If you call up the website "Zoom", the provider of "Zoom" is responsible for data processing. However, calling up the website is only necessary for the use of "Zoom" in order to download the software for the use of "Zoom". You can also use "Zoom" if you enter the respective meeting ID and, if necessary, other access data for the meeting directly in the "Zoom" app.

If you do not want to or cannot use the "Zoom" app, the basic functions can also be used via a browser version, which you can also find on the "Zoom" website. When participating via smartphone, the "Zoom" app must be installed in advance.

Which data is processed?

Various types of data are processed when using "Zoom". The scope of the data also depends on the information you provide before or during participation in an online meeting.

The following personal data are processed:

Information about the user: user name. We don't verify or store this information.

Meeting metadata: Subject, description (optional). **For audio and video recordings:** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings **Text, audio and video data:** You may be able to use the chat, question or survey functions in an online meeting. To this extent, the text entries you make are processed in order to display and, if necessary, log them in the online meeting. In order 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 are processed for the duration of the meeting. If enabled by the host, you can turn off or mute the camera or microphone yourself at any time using the "Zoom" applications.

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

Processing Scope

We use "zoom" to hold online meetings. If we want to record online meetings, we will inform you transparently in advance and - if necessary - ask for your consent. In case of running recording, it will also be displayed in the "Zoom" app.

If the recording of online meeting results is necessary, we will log the chat content. However, this will usually not be the case.

If you are registered as a user in "Zoom", reports on online meetings (meeting metadata, telephone dial-in data) can be stored for up to one month at "Zoom".

Automated decision-making within the meaning of Art. 22 DSGVO is not used.

Legal basis for data processing

The legal basis for data processing for holding of online meetings is Art. 6 para. 1 lit. b) DSGVO.

Recipient / passing on of data

Personal data processed in online meetings are generally not passed on to third parties, unless they are specifically intended to be passed on.

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

Data processing outside the European Union

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

An adequate level of data protection is guaranteed on the one hand by the "Privacy Shield" certification of Zoom Video Communications, Inc. but also by the conclusion of the EU standard contract clauses.

Contact to Data protection officer

We have appointed a data protection officer.
Data protection officer
Goethe Institut e.V.
Oskar-von-Miller-Ring 18
80333 Munich
datenschutz@goethe.de

Your rights as a data subject

You have the right of access to personal data concerning you. You can contact us for information at any time. In case of a request for information not made in writing, we ask for your understanding that we may require you to provide evidence that proves that you are the person you claim to be. Furthermore, you have the right to correction or deletion or to restriction of processing, as far as you are legally entitled to do so. Finally, you have the right to object to the processing within the scope of the statutory provisions. You also have a right to data transferability within the framework of the data protection regulations.

Deletion of data

We delete personal data when there is no need for further storage. A requirement can exist in particular if the data is still needed to fulfil contractual services, to check and grant or ward off warranty and, if applicable, guarantee claims. In case of statutory storage obligations, deletion shall only be considered after the expiry of the respective storage obligation.

Right of appeal 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 data protection notice

We revise this privacy policy in the event of changes in data processing or other necessary. You will always find the current version on this website.

You can find further information on data protection [here](#).