Privacy Information pursuant to Art. 13 GDPR for External Parties

Part A: Information on participating in temporary online meetings via Microsoft Teams (hereinafter: “Teams”).

Controller

The controller responsible for processing your personal data in connection with the use of “Teams” is the company named in the email signature of your invitation email.

Description of the data processing, purposes and categories of data

We use the tool “Teams” provided by the US company Microsoft Corporation to conduct telephone conferences, online meetings, video conferences and webinars (hereinafter: “online meetings”). Depending on the type and extent of use of “Teams”, different categories of data are collected and processed.

If you take part in an online meeting, you will receive an access link by email from the organiser or host. When joining the online meeting, you will then be asked to enter a user name. As a participant, you can join meetings directly via your browser without installing the Teams app. Depending on the online meeting, further personal details may be collected, e.g. first name, last name and email address. In addition, the following data is processed during the online meeting:

Meeting metadata (e.g. date, time and duration of the communication, name of the meeting);

Text, audio and video data (e.g. chat histories, video and audio playback); and

Connection data (e.g. phone numbers, country names, start and end times, IP addresses, device type, operating system type and version, client version, camera type, microphone and speakers, or type of connection).

In addition, “Teams” collects user data that is required to provide the service and for its technical and operational support and improvement. This includes in particular technical data about your devices, your network and your internet connection, such as IP address, MAC address, other device IDs, device type, operating system type and version, client version, camera type, microphone and speakers, or type of connection.

Providing the aforementioned data is necessary to sign in to and take part in “Teams” meetings. Without this data, participation is not possible.

You are also free to use the chat, Q&A or poll functions during the online meeting. You can likewise switch your camera and microphone on and off or mute them yourself.

If you use the chat, Q&A or poll function, the text you enter is processed in order to display it in the online meeting and, where applicable, to log it. If you switch on your camera or microphone, the data from your device’s microphone and camera is processed for the duration of the meeting. At the start of online meetings, your camera and microphone are switched off by default, unless these settings are overridden by your own Teams settings.

If automatic transcription is activated in a meeting, you will receive a system notification and the option to object to the transcription. You may also leave the meeting at any time or suggest that the transcription be stopped. Using speech recognition, the transcription captures all contributions made in the meeting and compiles them into a meeting record. After the meeting has ended, the meeting host has access to this record and can control whether the other participants have access to it.

Additionally, when supplementary services are used, personal data is processed as follows:

Microsoft Exchange and Outlook: content, attachments and metadata of emails

Microsoft Purview: content and metadata for classifying and managing data

Microsoft Forms: responses, metadata and, where applicable, contact details from the use of forms

Microsoft Graph: communication and usage data to support M365 features

Further information on the processing of your data when using "Teams" can be found at: https://privacy.microsoft.com/en-us/privacystatement and (in German) https://news.microsoft.com/de-de/datenschutz-und-sicherheit-in-microsoft-teams-nutzer/.

Irrespective of the services used, data access and sign-ins, among other things, are logged in log files in order to ensure the IT security of the Microsoft Cloud and to trace misuse and IT attacks. This may also include location information, where this is derived from device or network data. The log files are accessible only to administrators and are processed solely for the purposes stated here.

Part B: Information on longer-term collaboration via Microsoft 365 (including user accounts).

Controller

The controller responsible for processing your personal data in connection with your use of our Microsoft 365 environment is the company that provides you with access, i.e. the company whose invitation you received. In addition, your employer remains independently responsible for data processing within its own area of responsibility.

Description of the data processing, purposes and categories of data

As an external party (business partner, service provider, freelancer), you will receive an invitation from us to collaborate via the Microsoft Cloud.

For longer-term collaboration, we may set up an account for you. For this purpose, the following personal data is processed: name, user name, email address or phone number and – where applicable – your company. If you already have your own Microsoft account, you can use it to access our cloud services. Microsoft or the respective account creator remains responsible for the provision of your own Microsoft account.

In addition to the categories of data listed in Part A, personal data is processed in the following Microsoft services as follows:

General: profile data, collaboration, display of documents based on usage patterns

Microsoft Exchange and Outlook: email content and calendar metadata

Microsoft Loop, Project, To Do, Planner: task and communication data for collaboration

Microsoft Bookings and FindTime: scheduling, calendar entries and participant information

Microsoft Whiteboard and OneNote: notes, sketches, ink and text content

Microsoft Copilot: access to content that users have created or used themselves (e.g. emails, documents, calendar entries, chat histories). Copilot only accesses content that you are authorised to access. Microsoft does not use generated content for further AI training.

If we wish to record online meetings (e.g. for training purposes), we will inform you in advance and, where necessary, ask for your consent. When a recording starts, all meeting participants receive a system notification. If you do not agree to the recording, you may leave the meeting at any time or switch off your camera or microphone. You may withdraw your consent at any time with effect for the future. Please inform the moderator of the respective online meeting of this immediately.

Part C: General information

Legal bases for the data processing

The data is processed on the basis of Art. 6(1)(b) GDPR where your participation in the online meeting is necessary for the performance of a contract concluded with you. The same applies where holding the online meeting is necessary in order to take steps at your request prior to entering into a contract.

Where the data processing is not necessary for the performance of a contract concluded with you or for taking pre-contractual steps, it is carried out on the basis of Art. 6(1)(f) GDPR. Our legitimate interest lies in providing the services we owe to a third party, maintaining location-independent communication, protecting our systems, maintaining business contacts and enabling communication.

If, in addition, you voluntarily provide personal information when using Teams or voluntarily use functions that are not strictly necessary, the associated data processing is based on your consent pursuant to Art. 6(1)(a) GDPR. You may withdraw your consent at any time with effect for the future.

Storage period

As a rule, we only process your data for as long as is necessary for the purposes for which it was collected. Your data is then deleted, unless processing or storage of your data is necessary for the establishment, exercise or defence of legal claims. Where statutory retention obligations apply, deletion can only take place once the respective retention period has expired.

In addition, the following storage and deletion periods apply:

All user account data and, where applicable, mailboxes and data in OneDrive are generally deleted once provision of the service has ended. If you use your own Microsoft account, its link to our cloud services is removed when provision of the service ends.

Stored technical logs/technical diagnostic information is regularly deleted or anonymised after 90 days, and after 180 days at the latest.

All information, messages and media exchanged in a meeting chat, including during an online meeting, are generally deleted after 90 days.

Audio and video content is not stored. If, exceptionally, a recording or automatic transcription is made, consent will be obtained beforehand in the specific individual case; giving such consent is voluntary. The specific storage period for the respective recording will be communicated to participants in advance.

Recipients of your data

As a rule, we do not transfer your data to third parties. Data is only disclosed where it is specifically intended for disclosure, where you have expressly consented to the transfer in advance, or where we are legally obliged or entitled to do so.

Microsoft Ireland Operations Ltd and Microsoft Corporation support us in processing your data as service providers and (sub-)processors within the meaning of Art. 28 GDPR, acting strictly on our instructions.

In this context, it cannot be ruled out that your data may also be processed in third countries outside the EU or EEA. With regard to these data transfers, an EU adequacy decision exists in the form of certification under the EU-U.S. Data Privacy Framework. In addition, an adequate level of data protection can be assumed pursuant to Art. 46(2)(c) GDPR through the use of EU Standard Contractual Clauses and further appropriate measures.

Your data protection rights

Pursuant to Art. 15 GDPR, you have the right to obtain information from the controller about the personal data concerning you, the right to rectification of inaccurate data pursuant to Art. 16 GDPR, and the right to erasure where one of the grounds listed in Art. 17 GDPR applies, e.g. if the data is no longer needed for the purposes pursued. You also have the right to restriction of processing where one of the conditions listed in Art. 18 GDPR is met and, in the cases set out in Art. 20 GDPR, the right to data portability.

You have the right to withdraw your consent at any time with effect for the future where your data is processed on the basis of Art. 6(1)(a) GDPR.

Where we process your personal data on the basis of Art. 6(1)(f) GDPR, you also have the right to object at any time on grounds relating to your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

Please send your withdrawal or objection to: frederike.buda@wasteant.com.

You also have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data infringes data protection law. This right may be exercised in particular with a supervisory authority in the Member State of your habitual residence or of the place of the alleged infringement.

Contact details of the data protection officer

You can reach our data protection officer (datenschutz nord GmbH) at office@datenschutz-nord.de. When contacting our data protection officer, please state the controller named above.