



Information on the information obligations pursuant to Art. 13, 14 GDPR for Microsoft 365 services



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We would like to inform you below about the processing of personal data in connection with the use of "Microsoft 365".

Purpose of the processing

We use the Microsoft 365 platform to carry out contact and maintenance, surveys, communication, collaboration, information exchange and service provision.

Microsoft 365 is a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (hereinafter referred to as "Microsoft"). There is an agreement between LIZ Smart Office GmbH and Microsoft as the processor in accordance with Art. 28 GDPR and the EU-U.S. Data Privacy Framework as well as the standard contractual clauses.

Person responsible

The controller for data processing that is directly related to the provision of services to you is

LIZ Smart Office GmbH, Jablonskistr. 21, 10405

Scope of processing

Various types of personal data are processed when Microsoft 365 is used. The scope of data processing depends on the information and settings made by the data subject and whether Microsoft 365 is used via the app application or the browser.

The following personal data may be subject to processing, depending on the type and scope of participation and the individual settings of the data subject:

- User data (first name, surname, display name, email address, profile picture, language settings, IP address, device/hardware information)
- Meeting data (date, time, meeting ID)
- Location data (IP address, location)
- Text, audio or video data (depending on the configuration of the online meeting and the individual settings of the person concerned, text entries in the chat window and the data collected via the microphone and video camera of the end device used may be processed)
- Recordings (MP4 file of the video, audio and presentation recordings, M4A file of the audio recordings, text file of the online meeting chat)

If further information is recorded by us, this fact will be communicated to the data subjects in advance and - if necessary - consent will be obtained for this.

Exceptions are only made in justified individual cases, such as webinars. Participants are informed of this before the recording begins and their consent is obtained. If participants do not agree to the recording, they have the option of switching off the microphone and camera and not using the chat, but remaining in the online meeting. Alternatively, participants log out but are given the option of accessing



the recording later. Recordings are stored in a protected location that can only be accessed by authorised participants. You may have the option of using the chat, question or survey functions in an "online meeting". In this respect, the text entries you make will be processed in order to provide the aforementioned services or, with your consent, to further process them for the aforementioned purpose.

In order to enable the display of video and the playback of audio, meetings with

Microsoft Teams processes the data from the microphone on your end device and from any video camera on the end device. You can switch off or mute the camera or microphone yourself at any time via the applications.

In order to use the services provided or to receive information, you must provide the minimum information required for this.

Legal basis for data processing

Insofar as personal data is processed by employees of Schondelmaier GmbH Presswerk, Section 26 BDSG is the legal basis for data processing.

If you are a business partner of ours, the processing of your data with Microsoft 365 is processed on the basis of Art. 6 para. 1 lit. b) GDPR as the legal basis.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) GDPR. We are currently unable to provide you with data in any other way. If you do not wish your data to be processed, you are not obliged to provide any information.

The above-mentioned legal bases also apply to the data collected with our service, with the exception of advertising purposes if you are an interested party. In this case, we process the data on the basis of Art. 6 para. 1 lit. a). You have the right to withdraw your consent at any time.

Recipients / forwarding of data

Personal data will not be passed on to third parties unless it is intended to be passed on. Please note that content is often used to communicate information with customers, interested parties or third parties and is therefore intended to be passed on.

Other recipients: The provider of Microsoft 365 necessarily receives knowledge of the above-mentioned data, insofar as this is provided for in our order processing contract with Microsoft 365. Data may be transferred to a third country, as the provider cannot yet fully guarantee that the data will be stored exclusively in the EU/EEA. However, Microsoft assures that it has concluded standard contractual clauses for all relevant third country transfers. Microsoft itself is covered by the adequacy decision with the USA.



Data processing outside the European Union

Microsoft 365 is a service provided by a provider from the USA. Personal data is therefore also processed in a third country. We have concluded an order processing agreement with the provider of Microsoft 365 that meets the requirements of Art. 28 GDPR.

An adequate level of data protection is guaranteed by the EU-U.S. Data Privacy Framework, for which Microsoft certified.

Microsoft will implement and maintain the 2021 Standard Contractual Clauses safeguards to protect personal data within the scope of the GDPR. Customer Data, Professional Services Data, and Personal Data that Microsoft processes on behalf of Customer may only be transferred to, stored, and processed in a Designated Geographic Location in accordance with the DPA Terms and the security measures set forth below in this section.

All transfers of Customer Data, Professional Services Data and Personal Data from the European Union, the European Economic Area, the United Kingdom and Switzerland for the provision of the Products and Services are subject to the terms of the 2021 Standard Contractual Clauses implemented by Microsoft.

Protection Officer

vimopro GmbH

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Your rights as a data subject

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

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 rectification or erasure or to restriction of processing, insofar as you are legally entitled to do so.

Finally, you have the right to object to the processing within the framework of the legal requirements.

A right to data portability also exists within the framework of data protection regulations.

Deletion of data

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

Right to lodge a complaint with a supervisory authority

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



Amendment of this data protection notice

We revise this information in the event of changes in data processing or other occasions that make this necessary.