

Data protection information for the use of video conferencing and webinars using “Microsoft Teams”

<p>Pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby provide you with information on how we process your personal data, and on your claims and rights under the data protection legislation.</p>	
<p>Who is responsible for data processing and who can I contact?</p>	<p>Name and contact details of the controller:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Neue Mainzer Strasse 52-58 60311 Frankfurt am Main Phone: +49-69-9132-01</p> <p>Please note: If you go on the “Microsoft Teams” website, the provider of “Microsoft Teams” is responsible for data processing. Going on the website to use “Microsoft Teams” is, however, only required in order to download the “Microsoft Teams” software. The basic functions can also be accessed using the browser version, which you can also find on the “Microsoft Teams” website.</p>
	<p>You can contact our bank Data Protection Officer at:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Data Protection Officer Kaiserleistrasse 29 - 35 63067 Offenbach Phone: +49-69-9132-01 Email: datenschutz@helaba.de</p>
<p>Purposes for which the personal data are processed and the legal basis for this:</p>	<p>We use the “Microsoft Teams” tool in order to hold telephone conferences, online meetings, video conferences and webinars.</p> <p>Where personal data are processed by our employees, Section 26 of the German Federal Data Protection Act (BDSG) forms the legal basis for the data processing. If, in connection with the use of “Microsoft Teams”, personal data are not required to establish, implement or terminate the employment relationship but form a fundamental part of the use of “Microsoft Teams”, Article 6(1) (f) GDPR forms the legal basis for the data processing. Our legitimate interest in these cases is to implement online meetings effectively. If an online meeting is recorded, this will be done in principle on the basis of consent in accordance with Article 6 (1) (a) GDPR.</p>

<p>Categories of personal data being processed and sources from which these data originate:</p>	<p>Various types of data are processed when using “Microsoft Teams”. The extent of the data also depends on the data information you provide prior to an online meeting or when participating in such a meeting. The following personal data are the subject matter of the data processing:</p> <ul style="list-style-type: none"> • Master data, e.g.: <ul style="list-style-type: none"> ○ User Principal Name (email address, login name) ○ Display name (last name, first name) ○ Profile picture ○ Job function, department ○ Business contact data (email address, phone number, address) ○ Preferred languages ○ Country/region ○ User groups • Usage data, e.g.: <ul style="list-style-type: none"> ○ Statistical/diagnostic data, such as application name, device model, name and version of operating system, user language, user ID, device ID (no user and company identification possible) ○ Usage data, such as sent and received chat messages, attempts and successful attempts to join the meeting, call/meeting minutes ○ Contents: meetings, chats, voice messages ○ Call history: history of phone calls made ○ Data on call quality: General details of meetings and call data of all users and also user-specific details are available to system administrators in order to diagnose problems in connection with poor call quality and use of the service.
<p>Recipients or categories of recipients of the personal data:</p>	<p>Personal data processed in connection with the participation in online meetings will, in principle, not be passed on to third parties unless they are intended to be passed on. Please note that the content of online and personal meetings frequently serves to communicate information to customers, interested parties or third parties and is thus intended to be passed on.</p> <p>Other recipients: Microsoft will necessarily gain knowledge of the above-mentioned data to the extent that this is also provided for in our data processing agreement. If a legal obligation exists, authorities may also be potential recipients of the data.</p>
<p>Data transfer to a third country:</p>	<p>“Microsoft Teams” is a service by a provider whose head office is in the United States. It can therefore not be ruled out that your personal data will also be processed in a third country. We have signed a data processing agreement with Microsoft which meets the requirements in Article 28 GDPR. An appropriate level of data protection is guaranteed by the conclusion of the so-called EU standard contractual clauses. As a supplementary protection measure, we have furthermore configured our “Microsoft Teams” so that only data centres in the EU, the EEA and secure third countries are used to hold online meetings. We have also taken additional technical measures to ensure adequate protection of your personal data.</p>
<p>Period for which the personal data will be stored:</p>	<p>In line with our agreement on data processing, master data will generally be stored for up to 30 days. Some data may be stored for up to 90 days to ensure functionalities. Data for diagnostic purposes will be deleted within 180 days at the latest. Chats will be deleted after 90 days.</p>

<p>Data subject rights:</p>	<p>You have the right of access pursuant to Article 15 GDPR, the right to rectification pursuant to 16 GDPR, the right to erasure pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18 GDPR, the right to object arising from Article 21 GDPR and the right to data portability arising from Article 20 GDPR. With regard to the right of access and the right to erasure, the restrictions pursuant to Sections 34 and 35 of the German Federal Data Protection Act (BDSG) apply.</p> <p>In addition, you have the right to lodge a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).</p> <p>The competent supervisory authority for Helaba since 1st of January 2024 is as follows: The Hessen Commissioner for Data Protection and Information Security Gustav-Stresemann-Ring 1 65189 Wiesbaden Credit Institutions Department Phone: +49-0611-1408-0 Fax: +49-0611-1408-900-901 Email: poststelle@datenschutz.hessen.de</p> <p>Article paragraph 2 (1) of the Treaty on the formation of a Joint Savings Bank Organization Hesse-Thuringia, the responsibility of the supervisory authority shall alternate between Hesse and Thuringia every four years.</p> <p>You may withdraw your consent to the processing of your personal data at any time. The same applies to the withdrawal of declarations of consent issued to us before the EU General Data Protection Regulation came into force, i.e. before 25 May 2018. Please note that the withdrawal applies with future effect and does not affect processing undertaken before the withdrawal.</p>
<p>Information if processing is based on Article 6(1)(f), the legitimate interests pursued by a controller or a third party:</p>	<p>We process your personal data in order to ensure the functionality of the web conferencing tool and the security of data and of conversations held.</p> <p>Your interests are safeguarded in that only the data actually required are collected. No 'attention tracking' takes place. You may switch off your video camera at any time during the web conference.</p>
<p>Indication of whether there is an obligation to provide the personal data:</p>	<p>The provision of your personal data to us is neither legally nor contractually required and is not necessary for the conclusion of a contract. If you do not provide it, it may not be possible to participate in or hold a web conference.</p>

Information on your right to object pursuant to Article 21 GDPR

Right to object in individual cases

You have the right at any time, for reasons resulting from your particular situation, to object to the processing of personal data relating to you on account of Article 6(1)(f) GDPR (data processing for the purposes of weighing up interests); this also applies to profiling within the meaning of Article 4(4) GDPR that is based on this provision.

If you withdraw your consent, we will no longer process your personal data unless we are able to provide evidence of binding justified reasons for such processing which outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

Recipient of an objection

The objection may be submitted informally, quoting the reference “Objection” and stating your name, address and date of birth. It should be addressed to:

Landesbank Hessen-Thüringen Girozentrale
Public-Law Institution (Anstalt des Öffentlichen Rechts)
Helaba Data Protection Officer
Kaiserleistrasse 29– 35
63067 Offenbach
Email: datenschutz@helaba.de