

Disclaimer: The following text was translated by deepl.com. It is a rough translation of the German document "Hinweise zum Datenschutz für die Nutzung von Zoom", which is available [here](#). The English version is meant as support. However, the German document is the one that is legally binding.

Data protection information for online meetings, telephone conferences and webinars via "Zoom" at FH Bielefeld

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

Purpose of processing

We use the tool "Zoom" to conduct telephone conferences, online meetings, video conferences and/or webinars (hereinafter: "online meetings").

"Zoom" is a service provided by Zoom Video Communications, Inc. which is based in the USA.

Person Responsible

Bielefeld University of Applied Sciences is responsible for data processing directly related to the conduct of "Online Meetings.

Contact details of the responsible person:

Fachhochschule Bielefeld

Interaktion 1

33619 Bielefeld

Tel.: 0521 106-01

Web.: <https://www.fh-bielefeld.de>

Contact person:

Email: michael.korff@fh-bielefeld.de Tel.: 0521 106-7719

Web.: <https://www.fh-bielefeld.de/dvz>

Note: Insofar as you call up the website of "Zoom", the provider of "Zoom" is responsible for data processing. However, you only need to call up the website to use "Zoom" in order to download the software for using "Zoom" or if you are the initiator of the meeting.

You can also use Zoom by entering the meeting ID and any 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.

What 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 is subject to processing:

User details: first name, last name, telephone (optional), e-mail address, password, profile picture (optional), department (optional).

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

For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat.

For dial-in with the telephone: information on the incoming and outgoing call number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be stored.

Text, audio and video data: You may have the opportunity to use the chat, question or survey functions in an "online meeting". In this respect, the text entries you make are processed in order to display them in the "online meeting" and, if necessary, to record them. 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 accordingly during the meeting. You can switch off or mute the camera or microphone yourself at any time via 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 name.

Scope of processing

We use "Zoom" to conduct "online meetings". If we want to record "online meetings", you will be informed transparently in advance and - if necessary - asked for your consent. The fact of the recording will also be displayed to you in the "Zoom" app.

If it is necessary for the purpose of recording the results of an online meeting, the chat contents will be recorded. However, this will not usually be the case.

In the case of webinars, we may also process questions asked by webinar participants for the purposes of recording and reviewing webinars.

If you are registered as a user of Zoom, reports of online meetings can be viewed. "online meetings (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) can be stored at Zoom for up to one month.

"Zoom" for up to one month.

The following pre-settings existing in the "Online Meeting" tool "Zoom" were set automatically:

Tracking: The "attention monitoring" function was deactivated.

Encryption: Audio and video streams are simply encrypted. End-to-end encryption is activated for the chat, which means that third parties have no access to its contents. Nevertheless, no personal details or other sensitive data should be disclosed here.

Zoom bombing: Attackers can automatically generate meeting IDs and use them to gain access to public rooms without password protection. Therefore, the option to create password-free meeting rooms has been deactivated.

Recording: Meetings can be recorded via the app and saved locally on the computer or in the Zoom Cloud. The option for automated recording has been deactivated, as all persons, conversations and shared screens are recorded and the explicit consent of the participants concerned must be obtained.

Automated decision-making within the meaning of Article 22 of the Data Protection Regulation is not used.

Legal basis for data processing

The legal bases for the processing of personal data are Art. 6 para. 1 lit. b), Art. 6 para. 1 lit. d), Art. 6 para. 1 lit. e) and Art. 6 para. 1 lit. f) DSGVO as well as § 18 DSG NRW.

In detail:

Insofar as personal data of employees of Bielefeld UAS are processed, this is done on the basis of Art. 6 Para. 1 lit. b) DSGVO, and § 18 DSG NRW, additionally on the basis of Art. 6 Para. 1 lit. d), Art. 6 Para. 1 lit. e) DSGVO. The processing of employee data is necessary for the implementation of the employment relationship and - for the group of employees concerned - thus also for the fulfilment of the existing service contracts with the employees. In the context of the current Corona pandemic, the lawfulness of the processing of employee data also arises from Art. 6 (1) (d) and Art. 6 (1) (e) of the Data Protection Regulation, since in this way the protection of the health/physical integrity of the employees concerned can be ensured in the context of the ongoing operation of the university and the university thus performs a task that is in the public interest.

In addition, the processing of personal data when conducting "online meetings" is based on Art. 6 para. 1 lit b) of the German Data Protection Regulation (DSGVO), insofar as meetings are conducted as necessary in the course of the initiation, fulfilment and settlement of contractual relationships.

Insofar as no contractual relationships are involved, the processing of personal data is based on Art. 6 para. 1 lit. f) DSGVO. In this respect, there are legitimate interests of the university as the responsible party and also the interests of affected third parties that prompt, realisable basic decisions can be made that serve to maintain the ongoing operations of the university - especially in times of crisis.

Insofar as personal data of employees of Bielefeld University of Applied Sciences are processed, this is done on the basis of § 18 DSG NRW. If, in connection with the use of "Zoom", personal data is not required for the performance of the employment relationship, but is nevertheless an integral part of the use of "Zoom", the legal basis for the data processing is Art. 6 Para. 1 lit. f) DSGVO. In these cases, our interest lies in the effective implementation of "online meetings".

Furthermore, the legal basis for data processing when conducting "online meetings" is Art. 6 (1) (b) DSGVO, insofar as the meetings are conducted within the framework of contractual relationships.

If there is no contractual relationship, the legal basis is Art. 6 para. 1 lit. f) DSGVO. Here, too, our interest is in the effective conduct of "online meetings".

Recipients / passing on of data

Personal data processed in connection with participation in "online meetings" will not be passed on to third parties unless it is intended to be passed on. Please note that data from "online meetings", as well as personal meetings, are often used to communicate information with customers, interested parties or third parties and are therefore intended to be passed on.

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 contract with "Zoom".

Data processing outside the European Union

"Zoom" 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 "Zoom" which complies with the requirements of Art. 28 DSGVO.

An appropriate level of data protection is guaranteed on the one hand by the "Privacy Shield" certification of Zoom Video Communications, Inc. and on the other hand by the conclusion of the so-called EU standard contractual clauses.

Data Protection Officer

You can contact the data protection officer by post at the address of the person responsible or as follows:

E-mail: datenschutzbeauftragte@fh-bielefeld.de

Tel.: 0521 106-7743

Web: <https://www.fh-bielefeld.de/datenschutzbeauftragte>

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 rectification or deletion or to restriction of processing, insofar as you are entitled to this by law.

Finally, you have the right to object to processing in accordance with the law.

You also have the right to data portability within the framework of data protection law.

Right to complain to a supervisory authority

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

Changes to this data protection notice

We revise this data protection notice in the event of changes in data processing or other occasions that make this necessary. You will always find the current version on this website. (Last Update: 02.04.2020)