

Please note that **only the German version of this document** (Datenschutzhinweise nach Art. 13 DS-GVO für die Verarbeitung von personen-bezogenen Daten bei der Durchführung von Videokonferenzen mit Alfaview, Memeo, BigBlueButton, Jitsi und GoToMeeting an der Hochschule Furtwangen) **is legally binding**. This translation is meant exclusively as an aid to understanding the German original.

The translation provided by Furtwangen University is a mere courtesy and aid to understanding. Any discrepancies or contradictions between the German document and the translation are unintentional. Under no circumstances shall such discrepancies or contradictions as may exist be construed to confer rights different to, or change the meaning of, the German original.

Data Protection Notes in accordance with Art. 13 GDPR regarding the processing of personal data during video conferences using Alfaview, Memeo, BigBlueButton, Jitsi and GoToMeeting at Furtwangen University

I. Controller and Data Protection Officer

For data processing directly related to the use of video conferencing systems, the controller is Furtwangen University:

Hochschule Furtwangen
Robert-Gerwig-Platz 1
78120 Furtwangen
Germany

phone: +49 (0)7723 920-0

email: [info\(at\)hs-furtwangen.de](mailto:info(at)hs-furtwangen.de)

represented by the president of Furtwangen university, Prof. Dr. Rolf Schofer.

website: www.hs-furtwangen.de

Please note **Alfaview**: If you go to the ALFAVIEW webpage, the service provider ALFAVIEW is responsible for the data processing. Going to this website is, however, only necessary for the use of the service, to download the software required for its use.

You can also use the online tool by entering the meeting ID in question as well as other access information for the meeting as appropriate directly in the app.

Information in accordance with Art. 13 GDPR regarding the online-tool providers data processing can be found here: <https://alfaview.com/en/privacy/>

Please note **GoToMeeting**:

If you go to the LogMeIn webpage, the service provider LogMeIn is responsible for the data processing. Going to this website is, however, only necessary for the use of the service, to download the software required for its use.

You can also use the online tool by entering the meeting ID in question as well as other access information for the meeting as appropriate directly in the app..

If you do not wish to use the app or are not able to, the basic functions are also available in a browser version which can be found on the provider's website, too.

Information in accordance with Art. 13 GDPR regarding the online-tool providers data processing can be found here: <https://www.logmeininc.com/legal/privacy>

Our data protection officer:

Prof. Dr. Dirk Koschützki
Hochschule Furtwangen
Robert-Gerwig-Platz 1
78120 Furtwangen
Germany
email: [datenschutzbeauftragter\(at\)hs-furtwangen.de](mailto:datenschutzbeauftragter(at)hs-furtwangen.de)

II. Lawful basis, purpose and scope of personal data processing

We use Alfaview, Memeo, BigBlueButton, Jitsi and GoToMeeting („the tools“) for video conferences or online meetings (“video conferences“). Holding such video conferences is either necessary to perform duties which are in the public interest or processing takes place on the basis of consent or contractual relationship.

Lawful basis

In accordance with Art. 6 (1) e), 3 GDPR together with § 12 (1), § 2 LHG the university may process personal data where such processing is necessary for care and development of science and the arts by way of research, teaching and studying as well as continued education. This also covers processing which indirectly serving these aims. This applies in particular to university administration processing as well as processing university staff data. In this context, the requirements of § 15 LDSG have to be observed.

To some extent, we also process your data on the basis of a consent as provided by Art. 6 (1) a) GDPR. This applies in particular when you use Alfaview, Memeo, BigBlueButton, Jitsi and GoToMeeting as well as if you voluntarily disclose data which is not necessary for the use of the online service (so-called “optionale Angaben” / optional information).

Where video conferences take place as part of a contractual relationship to which you are party, the processing is based on Art. 6 (1) b) GDPR.

Description of data processing

During video conferences, a number of data types are processed. Some are voluntary, others required for participation.

The following personal data are subject of processing:

Alfaview, Memeo, BigBlueButton, Jitsi and GoToMeeting: user information: IP-address, beginning and end time of connection, the user identification.

Text-video and audio data: during the video conference you may have the option to use the chat function. In this case, the your text contributions will be processed to allow them to be shown during the video conference. To allow for video to be visible and audio to be audible, data from your end devices microphone and, where applicable, video camera will be processed throughout the meeting accordingly. At any given time, you have the option to turn off the camera or microphone function within the application yourself.

To participate in a video conference / to enter the room, you may provide your name or a handle.

GoToMeeting:

Meeting- meta data: topic, description (optional), participant IP-addresses, hardware information.

If you are dialling in using a phone: statement of incoming and outgoing phone number, country name, beginning and end time.

Scope of data processing

We are using Alfaview, Memeo, BigBlueButton, Jitsi and GoToMeeting to hold video conferences. No recording takes place.

Automated individual decision-making as per Art. 22 GDPR is not used.

III. Recipient / transfer of data

We do not transfer personal data processed in relation to participation in a video conference on to third parties unless such data is specifically intended to be transferred or we are legally bound to do so. Please note that, similarly to personal meetings, content of video conferences is often specifically intended to provide information to customers, interested or third parties and thus specifically intended to be transferred.

In addition to staff members technically responsible, the IT centre staff taking care of online services will have partial access to your personal data provided in this context. Support requests in particular may make accessing your data necessary.

Dated: 22/07/2021

Alfaview: For the provision and realisation of video conferences, we use a software solution by the provider Alfaview/ Alfatraining. They work for us as a service provider. Your data is saved and processed on the provider's servers located in Germany. As part of their maintenance and upkeep it cannot be entirely ruled out that they may see your personal data. For this reason, we entered into a so-called „Auftragsverarbeitungsvertrag“ (order processing contract) with the provider. This will ensure that all data processing is undertaken in a manner which is permissible. Both their staff and ours are under a duty of confidentiality with regard to your data.

BigBlueButton: For the provision and realisation of video conferences, we use a software solution, BigBlueButton. The provider OwnCube has taken over the hosting of BigBlueButton. This Austrian company acts as a service provider for us; their data are stored and processed exclusively in a computing centre located in Germany. As far as service and management of data is concerned, we cannot entirely exclude the possibility that this service provider might have access to your personal data. For this reason, we entered into a so-called processing contract with this provider which ensures that data processing is carried out only in the permitted manner. Both their and our staff have a duty to keep data confidential.

Memo, Jitsi: These services are provided in-house.

Data processing outside the European Union

GoToMeeting: For the provision and realisation of video conferences, we use a software solution by the provider LogMeIn; a service provided by a provider located in the USA. Thus your personal data is also processed in a third-party country. We entered into a processing contract with the provider which is in keeping with Art. 28 GDPR. We entered into the so-called EU standard contract. Following the EuGH' judgement in Az.: C-311/18 on Schrems II, we have contacted the provider.

IV. Storage duration and data erasure

In accordance with Art. 17 (1) a DSGVO, any personal data collected or in any way processed will be erased as soon as the purpose for storage ceases to apply. Where processing of data takes place on the basis of consent given, or where you have objected to the processing for good reason, we will delete your data immediately. The case will be different where we are legally obliged to store the data or data is passed on to the Landesarchiv (federal state archive).

V. Rights of the data subject

As data subject, you have a number of rights, in particular the right to access (Art. 15 GDPR), the right to access (Art. 16 GDPR), the right to erasure (Art. 17 DSGVO) or the right to restriction of processing (Art. 18 GDPR).

Further information regarding the right to access and the right to erasure – in German only - can be found here:

<https://www.baden-wuerttemberg.datenschutz.de/wp-content/uploads/2013/02/DSK-Kurzpapier-6-Auskunftsrecht.pdf>

https://www.baden-wuerttemberg.datenschutz.de/wp-content/uploads/2017/08/DSK_KPNr_11_Recht-auf-Vergessenwerden.pdf

Where we are collecting your data as part of the performance of a task in the public interest as per Art. 6 (1) e) GDPR or on the basis of a legitimate interest as provided by Art. 6 (1) f) GDPR, you have the right to object to processing (Art. 21 GDPR).

Where processing is based on your consent, such consent can be withdrawn at any time. Withdrawal of your consent does not affect the lawfulness of processing based on consent before its withdrawal.

With regard to data which you provided yourself, a right to data portability may apply (Art. 20 GDPR).

The assertion of your rights as data subject is possible without incurring costs. If you consider that the processing of your personal data is in breach of the GDPR, you can lodge a complaint via email to info@hs-furtwangen.de using the reference „Datenschutz“ (data protection). If you are exercising your rights as a data subject, you will hear from us within one month.

Furthermore you have the right to lodge a complaint with a supervisory authority in accordance with Art. 77 GDPR, if you consider that the processing of your personal data is in breach of the GDPR.

Complaints can be made to the *Landesbeauftragten für den Datenschutz und die Informationsfreiheit Baden Württemberg* (federal state of Baden-Württemberg's data protection and freedom of information officer) – including online complaints - under <http://www.baden-wuerttemberg.datenschutz.de>.