

Privacy Notice for Online Meetings, Conference Calls, and Webinars via Microsoft Teams

We would like to inform you below about the processing of personal data in connection with our use of video conferencing systems.

1. Controller and Contact Information

Controller

IDS Imaging Development GmbH
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74182 Obersulm

Telefon: +49 7134 96196-0
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Data Protection Officer

EmEtz GmbH
Mail: datenschutz@ids-imaging.com

2. Purpose and Legal Basis of Data Processing

We use a "conference tool" (hereinafter referred to as the Service) to conduct teleconferences, online meetings, video conferences, and/or webinars (hereinafter referred to as Online Meetings). For this purpose, we use Microsoft Teams. Microsoft Teams is a service provided by Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland.

When using the Service, various types of data are processed. The scope of the data depends on which information you provide before or during participation in an Online Meeting.

We process the data for the purpose of conducting the meeting, organizing and inviting participants beforehand, and concluding the meeting.

Recordings and transcriptions of Online Meetings are generally not made by us unless we have received your explicit consent.

You may have the option to use chat, question, or polling features during an Online Meeting. In this context, any text input you provide will be processed to display it in the Online Meeting and, if applicable, to log it. To enable video display and audio playback, data from your device's microphone and any connected video camera will be processed during the Online Meeting. You can deactivate or mute the camera and microphone at any time via the application. To participate in an Online Meeting or enter the meeting room, you must provide the minimum required information.

The legal basis for data processing in the organization and execution of Online Meetings is Article 6(1)(b) of the GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

The legal basis for recording and publishing recordings is Article 6(1)(a) of the GDPR. Such processing only takes place after your explicit and prior consent has been obtained. As part of our meeting organization, meetings (e.g., teleconferences, video meetings, in-person appointments) are



recorded and/or transcribed for the purposes of documentation, tracking decisions, quality assurance, and knowledge management.

If no contractual relationship exists, or if conducting the Online Meeting is not essential for fulfilling a contract, the legal basis is Article 6(1)(f) of the GDPR. In this case, our legitimate interest lies in effective communication through the use of Online Meetings. If you do not wish to use this form of contact, please let us know accordingly. Where personal data of our own employees is processed, the legal basis for data processing is Section 26 of the German Federal Data Protection Act (BDSG).

If you are registered as a user with the provider of the Service, additional data related to Online Meetings (such as Online Meeting metadata, telephone dial-in data, questions and answers in webinars, and polling features in webinars) may be stored.

You can find detailed information about the scope of data processing in Microsoft Teams in the provider's privacy notice at the following link

<https://www.microsoft.com/en-us/privacy/privacystatement> and
<https://learn.microsoft.com/en-us/microsoftteams/Teams-overview>

3. To whom is the data disclosed (categories of recipients)

Personal data processed in connection with participation in Online Meetings is generally not shared with third parties unless such sharing is specifically intended. During Online Meetings designed for content exchange, data is naturally shared with participants or designated recipients. Within our organization, only those individuals who require the data for organizing and conducting Online Meetings will process it.

Other recipients:

The provider necessarily gains access to the aforementioned data to the extent specified in our data processing agreement with them.

If recordings are published, your data will necessarily be shared with the service provider. Further information on this will be provided as part of the separate consent process.



Data Transfer to Third Countries

The service provider Microsoft is headquartered in Ireland. However, since its parent company, Microsoft Corporation, is based in the United States, it cannot be ruled out that your personal data may also be transferred to the USA. Microsoft is certified under the EU-U.S. Data Privacy Framework, committing to compliance with the data protection standards applicable in the EU. The certificate can be viewed at: <https://www.dataprivacyframework.gov/s/>

We cannot rule out that data routing may occur via internet servers located outside the EU. This is particularly possible when participants in the Online Meeting are located in a third country. However, data is encrypted during transmission over the internet and is therefore protected against unauthorized access by third parties.

4. Further Information

Duration of data storage

We generally delete personal data when there is no longer a need for further storage. Such a need may exist in particular if the data is still required to fulfill contractual obligations. In cases where statutory retention obligations apply, deletion will only take place after the respective retention period has expired.

Right to Object

You can find the remaining mandatory information pursuant to Articles 13, 14, and 21 of the GDPR in our general data protection information on our homepage at <https://en.ids-imaging.com/privacy.html>

Obersulm, Dezember 2025

