

## **Data protection notices for online meetings, telephone conferences and webinars via "Zoom"**

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

### **Purpose of processing**

We use the "Zoom" tool to conduct conference calls, 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.

Furthermore, we use your personal data (e-mail address, name, organisation) according to your given consent for advertising purposes. The data processing is necessary in order to be able to keep you informed about current events/trainings, newsletter and to be able to send you information material.

### **Person responsible**

The **person responsible** for data processing directly related to the implementation of "online meetings" is

Hong Kong Economics and Trade Office (HKETO)  
Jägerstraße 33  
10117 Berlin  
E-Mail: [dpo@hketoberlin.gov.hk](mailto:dpo@hketoberlin.gov.hk)

**Note:** If you access the "Zoom" website, the provider of "Zoom" is responsible for data processing. However, calling up the website is only necessary for the use of "Zoom" in order to download the software for the use of "Zoom".

You can also use "Zoom" if you enter the respective meeting ID and, if necessary, 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 you use "Zoom". In this context, the scope of the data also depends on the information on data you provide before or when participating in an "online meeting".

The following personal data are subject to processing:

- **User details:** first name, last name, telephone (optional), e-mail address, password (if "single sign-on" is not used), profile picture (optional), country, industry (optional), organization, job title.
- **Meeting metadata:** Topic, description (optional), attendee 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 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 log 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 will be processed for the duration of

the meeting. You can switch off or mute the camera or microphone yourself at any time via the "Zoom" applications.

To participate in an "online meeting" or to enter the "meeting room", you must at least provide information about your name, e-mail address, country, organization and job position.

### **Scope of processing**

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

If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. However, this will generally not be the case.

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

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

With your consent, HKETO uses your personal data (e-mail addresses, name, organisation) for advertising purposes, to contact you and make you aware of future events. Furthermore, HKETO uses contact data to send information material to the participants.

Automated decision-making within the meaning of Art. 22 DSGVO is not used.

### **Legal basis of data processing**

As far as personal data of HKETO employees are processed, § 26 BDSG is the legal basis for data processing. If, in connection with the use of "Zoom", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component of the use of "Zoom", Article 6 (1) f) DSGVO is the legal basis for data processing. In these cases, our interest is in the effective implementation of "online meetings".

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

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

Insofar as personal data of the participants is used for advertising purposes, this is only done on the basis of prior consent granted. The legal basis for data processing for advertising purposes after consent has been given is Art. 6 para.1 sentence 1 lit.a) DSGVO.

### **Recipients / passing on of data**

Personal data that is processed in connection with participation in "online meetings" is generally not passed on to third parties unless it is specifically intended to be passed on. Please note that the content of "online meetings", as well as personal meetings, is often used to communicate information with customers, interested parties or third parties and is therefore intended for disclosure.

Personal data for the purpose of advertising will only be shared with the Swiss Bankers Association, Swiss-Hong Kong Business Association and the Hong Kong Trade Development Council who organize events similar to HKETO after consent.

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 agreement with "Zoom". Zoom's privacy policy is available at <https://www.zoom.us/privacy>

### **Data processing outside the European Union**

"Zoom" is a service provided by a provider from the USA. Processing of personal data therefore also takes place in a third country. We have concluded an order processing agreement with the provider of "Zoom" that meets the requirements of Art. 28 DSGVO.

An adequate level of data protection is guaranteed on the one hand by the conclusion of the so-called EU standard contractual clauses. As a supplementary protective measure, we have also set up our Zoom configuration in such a way that only data centers in the EU, the EEA or secure third countries such as Canada or Japan are used to conduct "online meetings".

### **Data protection officer**

We have appointed a data protection officer.  
You can reach them as follows:

dpo@hketoberlin.gov.hk

### **Your rights as a data subject**

You have the right to **obtain information** (Art. 15 DSGVO) 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** (Art. 16 DSGVO) or **deletion** (Art. 17 DSGVO) or to **restriction** (Art. 18 DSGVO) of processing, insofar as you are entitled to this by law.

Finally, you have a right to **object to processing** within the scope of legal requirements. In particular, you have the right according to Art. 21 para. 2 DSGVO to object at any time to the processing of personal data concerning you for the purpose of advertising.

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

### **Duration of storage/Deletion of data**

To the extent necessary, we process and store your personal data for the duration of our business relationships or for the fulfillment of contractual purposes. As a matter of principle, we delete personal data when there is no need for further storage. A requirement may exist, in particular, if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of legal retention obligations, deletion is only considered after the expiry of the respective retention obligation. Personal data for the purpose of advertising will be deleted after omission of the abovementioned purpose, or after one year at the latest, in case you have not been contacted for the advertising purposes as specified above, during that period.

### **Right of complaint to a supervisory authority**

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

### **Amendment of this data protection notice**

We revise this data protection notice in the event of changes to data processing or other occasions that make this necessary. You will always find the current version on this website.