

Information on the processing of personal data

Processing when using Webex

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1. Responsibilities

1.1 Responsibilities

Responsible for the processing of your personal data:

RoweMed AG – Medical 4 Life
Juri-Gagarin-Ring 4
19370 Parchim
Germany

1.2 Responsibilities

Management

1.3 Contact details of the data protection officer

Wirtschaftskontor Weinert - WKW Beratungsgesellschaft mbH
André Weinert
At Wendentor 1
18055 Rostock
E-Mail: E-Mail: dsb@rowemed.de

2. Information on the processing of personal data

2.1 Description

We use the Webex tool for our video conferences and online meetings. Personal data is processed in order to enable the technical implementation of the meetings. We attach great importance to the protection of your data and would like to inform you about the type of data collected, its processing and your rights under the General Data Protection Regulation (GDPR).

2.2 Purpose of data processing

We process your personal data, as far as this is necessary, for the following purpose(s)

- Your personal data is processed in order to conduct video conferences and online meetings via the Webex tool. This includes the provision of the technical infrastructure, the management of meeting participants and communication during the meeting. In addition, the data processing serves to ensure the functionality, security and optimization of our video conferencing solutions. The data collected enables us to ensure that meetings run efficiently and smoothly and, if necessary, to access the content of the meetings, for example to take minutes or track the results of meetings.

2.3 Legal basis

The legal basis(s) for the processing of your personal data in connection with the purpose(s) of the processing is/are

- Protection of legitimate interests (Art. 6 para. 1 lit. f GDPR), e.g. for the optimization of processes and IT security
- **Art. 6 para. 1 lit. b GDPR** for the fulfillment of a contract or for the implementation of pre-contractual measures
- Implementation of video conferences

2.4 Legitimate interests

The indication of the "legitimate interests" of the data controller or the third party which are to be pursued with the processing of personal data refers to Art. 6 para. 1 sentence 1 lit. f DSGVO.

- Optimization of processes and IT security

2.5 Storage period

The storage period contains information on how long we will store your personal data or when it will be deleted.

- Personal data is stored for as long as is necessary for the stated purposes. As soon as the data is no longer required for the original purpose, it is deleted, unless there are statutory retention obligations.

2.6 Requirement and consequences of non-provision

The provision of personal data by data subjects may be required by law or contract or may be necessary for the conclusion of a contract. Likewise, there may be an obligation to provide the personal data.

- The provision of the data is necessary for the service to be provided.

To the extent that the personal data is not provided, such failure could result in the following consequences:

- Processing of your data for the above-mentioned purpose is only possible if you provide the personal data.

2.7 Automated decision making and profiling

The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects upon him or her or significantly affects him or her in a similar manner.

- There is no automated decision-making or profiling.

2.8 Data recipient

2.8.1 Recipient of personal data outside the company / authority

The term "recipient" is defined in Art. 4 No. 9 GDPR as "a natural or legal person, public authority, agency or other body to whom personal data are disclosed, whether or not a third party".

- The personal data may be transmitted to the following recipients:

Webex provider: Cisco Systems, Inc.

Cisco processes the data as a processor in accordance with Art. 28 GDPR.

2.8.2 Intention to transfer to a third country or international organisation

The transfer of personal data to an "international organisation" (cf. definition in Art. 4 No. 26 DPA) or to controllers, processors or other recipients in a country outside the European Union (EU) and the European Economic Area (EEA) entails particular data protection risks from the perspective of the data subject.

- Webex may transfer personal data to the USA. The transfer is secured on the basis of standard contractual clauses in accordance with Art. 46 GDPR. Further information on this can be found in Cisco's privacy policy.

2.8.3 Adequacy Decision of the EU Commission

A transfer of personal data to a third country or an international organisation may take place where the Commission has decided that the third country, territory or specific sector or sectors in that third country or international organisation concerned offers an adequate level of protection.

- Webex may transfer personal data to the USA. The transfer is secured on the basis of standard contractual clauses in accordance with Art. 46 GDPR. Further information on this can be found in Cisco's privacy policy.

2.8.4 Guarantees and receipt of guarantees

Personal data may be transferred to an international organisation if there are sufficient guarantees that the international organisation concerned offers an adequate level of protection.

- Webex may transfer personal data to the USA. The transfer is secured on the basis of standard contractual clauses in accordance with Art. 46 GDPR. Further information on this can be found in Cisco's privacy policy.

3 Rights of data subjects

3.1 Right of revocation

The data subject has the right to withdraw consent to the processing of personal data at any time.

- If you have consented to the processing of personal data by means of a corresponding declaration, you can revoke your consent at any time for the future. This does not affect the legality of the data processing carried out on the basis of the consent until the revocation.

3.2 Right of access

The data subject shall have the right to obtain from the controller confirmation as to whether personal data relating to him are being processed; if so, he shall have the right of access to such personal data.

- There is no right to information for the Federal Office for the Protection of the Constitution, the Federal Intelligence Service, the Military Counter-Intelligence Service and, if the Federal Government is at risk, all other authorities of the Federal Ministry of Defense.

3.3 Right to rectification

The data subject shall have the right to obtain from the data controller without delay the rectification of any inaccurate personal data relating thereto.

- Furthermore, you have the right to rectification, i.e. you can demand that we correct your incorrect personal data without delay. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

3.4 Right to deletion

The data subject shall have the right to obtain from the controller the immediate erasure of personal data relating thereto and the controller shall be obliged to erase personal data immediately.

- You have the right to demand that we delete your data immediately. We are obliged to delete personal data immediately if one of the following reasons applies:
 - Purposes for which the personal data was collected no longer apply.
 - You withdraw your consent to the processing. There is no other legal basis for the processing.
 - You object to the processing. There is no other legal basis for the processing.
 - The personal data was processed unlawfully.

- The personal data must be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject.
- The personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

3.5 Right to limitation of processing

The data subject shall have the right to request the controller to restrict the processing.

- You have the right to request the restriction of processing if one of the following conditions is met:
 - a. The accuracy of the personal data is contested by you.
 - b. The processing is unlawful, but you oppose the erasure.
 - c. Personal data are no longer necessary for the purposes of the processing, but you require the data for the establishment, exercise or defense of legal claims
 - d. You have objected to the processing pursuant to Art. 21 (1) GDPR.

As long as it has not yet been determined whether the legitimate reasons of the controller outweigh your reasons, processing will be restricted.

3.6 Right to object to the processing

The data subject shall have the right to object at any time to the processing of personal data concerning him or her on the basis of Article 6(1)(e) or (f) on grounds relating to his or her particular situation.

- In particular, you have the right to object to the processing of your data in connection with direct advertising if this is carried out on the basis of a balancing of interests. To do so, please contact the data controller.

3.7 Right to data transferability

The data subject shall have the right to obtain the personal data concerning him which he has provided to a data controller in a structured, common and machine-readable format and shall have the right to communicate such data to another data controller without obstruction by the data controller to whom the personal data have been provided.

- You have the right to receive the data provided by you from the controller in a structured, commonly used and machine-readable format. We must not prevent the data from being forwarded to another controller.

3.8 Right of appeal to a supervisory authority

The data subject has the right to complain to a supervisory authority, in particular in the Member State where he/she is staying, at his/her place of work or at the place where the alleged infringement is alleged, if he/she considers that the processing of his/her personal data violates the DSGVO. Such complaint may be addressed to the following supervisory authority(ies):

- The State Commissioner for Data Protection and Freedom of Information Mecklenburg-Vorpommern

Werderstr. 74 a

19055 Schwerin

Telephone: 0385/59494-0

E-mail: info@datenschutz-mv.de