

Information on the Processing of Personal Data of Participants in our meetBLD Web Conferences

We would like to provide you as participant of one of our web conferences to be accessed via the website meeting.bld.de ("meetBLD web conference") with some information on the processing of your personal data hereinafter.

1. Name and Contact Data of the Responsible Body

This information on data protection applies to the processing effected by BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB domiciled in Cologne:

Theodor-Heuss-Ring 13-15

50668 Cologne

E-Mail: koeln@bld.de

Phone: +49 221 944027 - 0

Fax: +49 221 944027 - 7

This information shall also apply if we process your data in one of our other offices in Munich, Frankfurt a.M., Berlin or Karlsruhe.

Data Protection Officer:

Dr. Sven-Markus Thiel

Rechtsanwalt/Counsel

You can contact our data protection officer under the above-indicated address or by e-mail to datenschutz@bld.de.

2. Processed Data and Purposes of Processing

2.1 Usage Data

In preparation of a *meetBLD web conference*, we collect the following data:

- title (optional);
- salutation, first name, surname;
- company, department, position;
- a valid e-mail-address;
- telephone number.

The collection of these data is effected

- for the proper preparation, holding and follow-up of the *meetBLD web conference*, namely,
- to be able to invite you to the *meetBLD web conference*;
- to enable you to register for the *meetBLD web conference*;
- to be able to provide you with an access link and if required an access code for the *meetBLD web conference*;
- to exchange further correspondence/communication with you with regard to the *meetBLD web conference*.

At the beginning and during the *meetBLD web conference*, the following data are collected:

- title (optional);
- first name (optional), surname;
- meta data from the meeting (e.g. title, date, time, duration of communication, number of participants);
- connection data (e.g. call number, start and end time);
- equipment/hardware data;
- IP addresses;
- text, audio and video data (depending on type and extent of use).

The collection of these data is effected

- for the proper holding of the *meetBLD web conference*, namely,
- to enable you to register for the *meetBLD web conference* using the access link and, if required, the access code;
- to enable you to use the *meetBLD web conference*;
- to enable you to communicate with the organiser and, if applicable, further participants of the *meetBLD web conference* (depending on extent of use: acoustically, visually, by using the chat function);
- to be able to hold the *meetBLD web conference* technically;
- to recognise and solve technical problems.

The data processing takes place

- in order to comply with an agreement concluded with you and is insofar necessary pursuant to Art. 6 para. 1 sentence 1 lit. b General Data Protection Regulation ("GDPR") as well as all (if an employment relationship exists) pursuant to Art. 88 para. 1 *GDPR* in conjunction with s. 26 Federal Data Protection Act (BDSG) in order to implement this agreement (comprising its initiation and handling) as well as in order to perform the resulting mutual obligations;
- for the purposes of our legitimate interests and is necessary pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*; as regards our legitimate interest in the data processing in the scope of the *meetBLD web conference*, no prevailing interests, fundamental rights and freedoms of you as data subject are opposed, as the data processing is indispensable for maintaining location-independent communication and/or performing services owed.
- on the basis of consent given by you pursuant to Art. 6 para. 1 sentence 1 lit. a *GDPR*, insofar as you voluntarily provide non-required information during participation in the *meetBLD web conference*, use non-required functions and/or have consented to the recording and/or storage of data.

2.2 Cookies

The website meeting.bld.de only uses cookies that are necessary for the smooth functionality of the website. Cookies are small text files which are stored on the visitor's data carrier and which exchange certain settings and data with the website meeting.bld.de via the visitor's browser. A cookie usually contains a character string by which websites and servers can be matched to the precise web browser in which the cookie was stored ("Cookie-ID"). This way, the internet browser can be recognised and identified. BLD is enabled to set up the website meeting.bld.de user-friendly by the use of cookies. Thereby, it can for example be prevented that the visitor has to enter certain data repeatedly.

BLD uses the cookies `JSESSIONID`, `_greenlight-2-3_session`, `cookie_consented`, `greenlight_name` and `guest_id`, which store data in order to support the flow of information and functionality of the website. These are no user-related data. The cookies are merely exchanged between the browser/computer of the visitor and the website. With the exception of the cookie `guest_id`, all cookies will be erased after the end of the session. The cookie `guest_id` will remain for 24 hours.

The intended purpose of the technically required cookies is to enable the use of the website meeting.bld.de, as it is i.a. necessary that the visitor's browser is being recognised for example after a change of websites. BLD does not use these cookies to identify the visitor and does not connect the temporarily stored information with personal visitor data.

The purposes described also constitute the legitimate interest in data processing.

The processing of the data described in number 2.2 is effected on the basis of Art. 6 para. 1 lit. f *GDPR*.

3. Duration of Processing

Your personal data collected by us in preparation and holding of the *meetBLD web conference* will be erased after the conference has ended, unless we need them for the further communication with you with regard to the *meetBLD web conference*, for example to issue a confirmation of participation. Further necessary processing on the basis of our employment relationship, our client or other business relationship or other agreement remains unaffected.

The cookies used during the *meetBLD web conference* which are exclusively necessary to guarantee functionality will be erased after 24 hours at the latest (see. number 2.2 above).

4. Disclosure of Data to Third Parties

A transmission of your personal data to third parties will only take place if you have given your consent pursuant to Art. 6 para. 1 sentence 1 lit. a *GDPR*. In exceptional cases a transfer of your personal data to third parties may become necessary due to our legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*, if and insofar as this is not opposed to your interests, fundamental rights and freedoms.

1blu-business GmbH with place of business in Berlin assists us in the processing of your data as processor in terms of s. 28 *GDPR*. Within the Federal Republic of Germany, this takes place strictly bound by instructions, using an end-to-end encryption and on the basis of a separately concluded processing contract.

5. Your Rights as Data Subject

You have the right:

- pursuant to Art. 7 para 3 *GDPR*, to withdraw your consent which was once given to us at any time without giving reasons. The consequence of this is that in future we may not continue data processing that was based on this consent.
- pursuant to Art. 15 *GDPR*, to obtain access to your personal data processed by us and certain further information;
- pursuant to Art. 16 *GDPR*, to obtain without undue delay the rectification of inaccurate personal data or the completion of incomplete personal data stored by us;
- pursuant to Art. 17 *GDPR*, to demand the erasure of your personal data stored by us, unless the processing is necessary for performing a legal obligation (e.g. due to storage periods), for exercising the right of freedom of expression and information, for reasons of public interest or for the establishment, exercise or defence of legal claims;
- pursuant to Art. 18 *GDPR*, to demand the restriction of processing of your personal data, as far as the accuracy of the personal data is contested by you, the processing is unlawful, but you oppose the erasure of the data and we no longer need the data, but they are required by you for the establishment, exercise or defence of legal claims or you have objected to processing of your personal data pursuant to Art. 21 *GDPR*;
- pursuant to Art. 20 *GDPR*, to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format or to demand the transmission of those data to another controller;
- pursuant to Art. 77 *GDPR*, to lodge a complaint with a supervisory authority - as a rule you can address for this purpose the supervisory authority of your habitual residence, place of work or of our law firm's place of residence.

6. Right to Object

In case your personal data are processed for the purpose of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*, you have the right to object to the processing of your personal data pursuant to Art. 21 *GDPR* if reasons for this are given that relate to your particular situation. If you like to make use of your right to object, it suffices to address an e-mail to datenschutz@bld.de.