



Data Protection Notice for the Use of Zoom According to Article 13 and 21 DSGVO

Please note: legally non-binding

Data protection is a special concern for us. We process your personal data (hereinafter referred to as "data") in accordance with the legal requirements and would like to do so in a transparent manner. Therefore, we would like to use the following data protection information to briefly explain to you which data we process in connection with the use of the Zoom video conferencing service, for what purposes and on what legal basis this is done. In addition, you will receive information about contact persons as well as your rights in connection to the data processing

The responsibility of Leuphana solely covers the services of Zoom regarding the provision of the video conferences. In addition, Zoom processes further data in the apps and on the websites www.zoom.com and www.zoom.us. We have no influence on this data processing, so Zoom is solely responsible for it under current data protection law. Since the data processing is carried out for advertising purposes, among other things, we would like to ask you to download the desktop applications of Zoom (for Windows and macOS) via the page www.leuphana.de and to refrain from using the Zoom apps for iOS and Android and from using Zoom within the browser. Please invite other users to the video conferences only by communicating the meeting ID and password and refrain from sending invitation links.

Name and contact details of the responsible person:

Leuphana University of Lüneburg
represented by the President
Universitätsallee 1
21335 Lüneburg

Contact details of the data protection officer:

Leuphana University of Lüneburg
- Data Protection Office -
Universitätsallee 1
21335 Lüneburg

E-Mail: datenschutz@leuphana.de

Scope and Purposes of Data Processing:

For official Zoom accounts, the following data is transferred to Zoom after login and confirmation by the user:

- the full name (display name) and first name(s) and last name as separate fields;
- Language settings;
- Department;
- the Leuphana e-mail address of the person;
- the name of the institution "Leuphana University of Lüneburg"



The scope of further data processing carried out by Zoom depends on the different groups of data subjects for whom different data categories are processed. A distinction must be made between users (data categories No. 1-5), other persons mentioned in the communication (data categories No. 3-4) and employees in procurement (data category No. 6):

Data Category	Description of the Data
No. 1	User profile: see data transmitted by the login process
No. 2	Meeting meta data: Meeting topic and duration, start and end (time) of attendees, meeting description (optional), chat status, IP addresses of attendees, Mac addresses and other device IDs if applicable; approximate location to connect to the nearest data center; device/hardware information such as device type, OS type and version, client version, camera type, microphone or speaker, type of connection, etc.
No. 3	Meeting recordings: Mp4 of all video and audio recordings and presentations, M4A of all audio recordings, text file of all in meeting, chats, audio log file and other information shared while using the service.
No. 4	Chat protocols
No. 5	Telephone usage data (optional): Caller number, if applicable, name of country, IP address, emergency contact number, start and end time, host name, host e-mail, Mac address of the device used.
No. 6	Invoice and procurement data

Legal Bases of Data Processing

We use the Zoom service for both teaching and general administrative work. The relevant legal basis for data processing depends on the respective field of application.

On the one hand, we process the data of students and other members as well as relatives who are not in a service or employment relationship with it for participation in courses and examinations. The processing of this data is necessary for the fulfillment of this task, which is in the public interest. The legal basis for the area of teaching is therefore § 3 p. 1 No. 1 NDSG in conjunction with Art. 6 para.1 p. 1 Lit. e), para. 2 DSGVO in conjunction with § Section 17 para. 1 p. 1 NHG.

On the other hand, we process the data of employees insofar as this is necessary for the performance of the tasks assigned to them and thus for the implementation of the employment relationship. The legal basis for employees in an employment relationship are §§ 3 p. 1 No. 1, 12 para. 1 NDSG in conjunction with Art. 6 para. 1 p. 1 Lit. e), para. 2 DSGVO in conjunction with § 88 para. 1 NBG and for civil servants § 3 p. 1 No. 1 NDSG in conjunction with Art. 6 para. 1 p. 1 Lit. e), para. 2 DSGVO in conjunction with § 88 para. 1 NBG.

**General Information:**

Even if you do not exercise your rights below, your data will only be stored by us for as long as is necessary and for the above-mentioned purposes only. This does not apply if, in derogation thereof, a longer storage or retention period is required by law or is necessary for legal enforcement within the statutory limitation periods. If data is only retained for the aforementioned purposes, data access is limited to the extent necessary for this purpose.

As a matter of principle, we keep your data to ourselves and only make it available to those employees who need it for their work within the scope of fulfilling their tasks. This does not apply if we are legally obligated to pass it on.

In addition, your data will be transferred to and processed by the service provider Zoom within the framework of an order processing agreement. The transfer to the United States of America takes place in accordance with Art. 46 para. 2 Lit. c) DSGVO on the basis of standard data protection clauses previously approved by the EU Commission.

Contact Information Zoom:

Zoom - San Jose Headquarters
55 Almaden Boulevard, 6th Floor,
San Jose, CA 95113, USA

Phone: +1.888.799.9666
E-Mail: info@zoom.us

Contact Information within Europe:

Zoom France
33 rue Lafayette,
75009 Paris, Frankreich

Phone: +33.800.94.64.64
E-Mail: info@zoom.us

Zoom in turn uses other subcontractors to provide the services, provided that they offer sufficient guarantees that appropriate technical and organizational measures are implemented in such a way that the data processing complies with the legal requirements and ensures the protection of your rights. You can find out which data is transferred to which subcontractors and for which purposes in the following list:

Data Category No.	Subcontractor	Purpose of disclosure	Storage location
6	People.ai	Distribution, CRM	USA
1-6	Zendesk	Support	USA
1, 6	Wootric	Customer Surveys	USA
6	Totango	Onboarding, Customer Experience	USA
1, 6	Answerforce	Customers Support	USA
1	Rocket Science Group, LLC	E-mail notifications	USA
1, 6	Five9	Call Center	USA
1 - 6	EPS Ventures	Support	Malaysia
1- 6	WKJ Consultancy	Support	Malaysia



6	Salesforce	Client Management	USA
1, 6	CyberSource	Payment and fraud prevention	USA
1, 6	Adyen	Payment and fraud prevention	Europe
6	Zuora	Subscription Management	USA
1-6	Amazon Web Services	Infrastructure (IT)	USA, EU, Canada, Australia
1-6	Bandwidth	Infrastructure (Telephony)	USA

We would like to inform you that the provision of your data is neither legally nor contractually required. However, if you do not provide your data, you may not be able to participate in lecture events and examinations, which in turn could have negative consequences for your studies.

Automated decision-making including profiling as defined in Art. 22 (1) and (4) DSGVO does not take place.

Your right to object according to Art. 21 DSGVO:

You have the right to object to the processing of personal data concerning you at any time on grounds relating to your particular situation.

In this case, we will no longer process this data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the assertion, exercise, or defense of legal claims.

Your further rights:

You have the right to **request information** from us about the processing of data concerning your person. In addition to a copy of the data, this right to information also includes the purposes of the data processing, the data recipients as well as the storage period.

If incorrect data is processed, you can demand that we ensure the **correction** of this data without delay. If the legal requirements according to Art. 17 or 18 DSGVO are met, you also have the right to immediate **deletion** or **restriction of the processing of the data**. Please note that restricted processing of data may not be possible under certain circumstances.

To exercise your above-mentioned rights, please contact:

Leuphana University of Lüneburg
Medien- und Informationszentrum (MIZ)
Timo Leder
Universitätsallee 1
21335 Lüneburg

E-Mail: timo.leder@leuphana.de



If you have any further questions, please contact our data protection officer.

If you have any complaints regarding data protection, please contact:

Die Landesbeauftragte für den
Datenschutz Niedersachsen
Prinzenstraße 5
30159 Hannover

E-Mail: poststelle@lfd.niedersachsen.de