

Data protection information on the use of Microsoft Teams

In the following, we would like to inform you about the processing of your personal data in the context of the use of Microsoft Teams and provide guidance on the use of Teams.

Please note:

- You can decide for yourself whether you want to turn on your camera as part of the registration process.
- Recording of meetings is only possible if all participants have been informed in detail in advance about the recording and all participants have given their express consent (only for live events and training courses). Anyone who records without the knowledge of the other party or without their express consent **is liable to prosecution**.

Responsible party / Our data protection officer:

LEONI AG and its affiliated companies (hereinafter referred to as LEONI) are responsible for data collection and processing. If you have any questions about the listed data processing or if you wish to exercise your rights, please contact our data protection officer at data-protection@leoni.com.

Data, purposes, legal basis:

LEONI uses Microsoft Teams to simplify and improve collaboration between colleagues, customers and in projects. The application enables secure organization and communication between participants and improved and cross-location collaboration in (customer) projects.

If the users of Microsoft Teams are employees of LEONI, the data processing is carried out to implement the employment relationship.

For the processing of personal data of third parties (participants in team meetings who are not employees of LEONI, employees of business partners, contact persons at authorities and other external parties) and their data processed in connection with the application, LEONI's legitimate interest is the applicable legal basis. LEONI's legitimate interest is the economic interest in holding video conferences and exchanging documents via new communication media. This allows processes to be optimized.

In the course of using the application, the following personal data is collected and processed for the purposes listed:

- **User data** (country, company, department, description, display name, group memberships, first name, last name, phone number, mobile number, login name, manager, email address): this data is the minimum set of data required to use the application and its connected services
- **Status display for LEONI employees:** the status display serves as an indicator of availability
- **Log data** (user data, time of login, device, IP, time, geo-location of IP): this data is used for early detection and follow-up of security incidents
- **Spoken word:** Enabling communication (also by means of speech-to-text function)
- **Chat data** (user data, chat content, e.g. files): this data is collected based on email storage to make content available to the user
- **Chat data from meetings:** for LEONI users, chat data from meetings is also collected based on email storage to make content available to the user; chat content from external users who participate in LEONI meetings via a guest account is also stored at LEONI, if an external user participates in LEONI meetings with an account from another Microsoft 365 organization, the chat data is not stored at LEONI but in the tenant of the other Microsoft 365 organizational unit to make content available to the user

If we process your data on the basis of our legitimate interest, you can object to the data processing. To do so, please contact data-protection@leoni.com.

Data deletion:

We store the personal data collected until the purpose for which it was collected ceases to apply. This results in the following storage periods:

- **User data:** 90 days after the employee leaves or 30 days after the guest access is revoked
- **Status display:** the status display is not stored
- **Log data:** 90 days after login
- **Spoken word:** no storage (neither in audio - nor in text format, except for pre-announced, voluntary recordings)
- **Chat data:** 90 days after using the chat function
- **Chat data from meetings:** chat data in meetings is subject to automated deletion after 90 days or can be manually deleted by the owner of the message
 - o LEONI internal users have access to these messages for 90 days or until manual deletion.
 - o Guests in Teams@LEONI have access to these messages for 90 days or until manual deletion or guest access expires.
 - o External participants from another Microsoft tenant have access to these messages for 90 days or until manual deletion.
 - o External, anonymous participants (without membership in a Microsoft Tenant) have access to these messages only during the meeting and their active participation.

Recipients of your data:

Recipients of personal data are employees in LEONI IT and external third parties who participate in meetings. To provide the IT application, we use the external service provider Microsoft, with whom we have concluded a contractual agreement regarding the service. Your personal data is stored in a data center within the EU. Nevertheless, there is the possibility that personal data may also be transferred to Microsoft's US parent company as part of order processing.

Protection of your personal data:

We take wide security measures to protect your personal data. Your communication and also stored files are encrypted. No personal evaluations are made regarding your use of Teams.

Your data protection rights:

As a data subject, you have the right to information about the personal data concerning you, as well as the right to have incorrect data corrected or to have it deleted. There is also the right to restriction of processing and the right to data portability.

Every data subject has the right to lodge a complaint with a supervisory authority if he or she is of the opinion that the processing of data relating to him or her violates data protection provisions.