



Privacy policy “Registration and participation at an event using zoom”

The safeguarding of your personal data is very important to us. We comply strictly with the legal requirements when collecting and processing your personal data.

We process your personal data exclusively within the framework of the provisions of the European General Data Protection Regulation (GDPR) and the Austrian data protection regulations, especially the Austrian data protection law (DSG). We will tell you about who we are and the nature and purpose of the data collection and its use.

Who we are

The organization entrusted for handling data process is the FHW Fachhochschul-Studiengänge Betriebs- und Forschungseinrichtungen der Wiener Wirtschaft GmbH (FHWien der WKW for short).

Address: Währinger Gürtel 97, 1180 Vienna, Austria

E-mail: servicepoint@fh-wien.ac.at

E-mail for data protection issues: datenschutz@fh-wien.ac.at

Collection and processing of data

When you register for an event, we process the personal data provided by you and any personal data that may arise during the event. The legal basis for data processing are pre-contractual or contractual measures in accordance with Article 6(1)(b) GDPR. Data processing is carried out to process your registration and to carry out the event. The provision of personal data is not required by law or contract, but is necessary to process your registration for the event. Failure to provide the data will prevent the processing of your registration and, subsequently, your participation in the event.

The video conferencing system Zoom will be used to conduct the event. The legal basis for the use of Zoom are pre-contractual or contractual measures in accordance with Article 6(1)(b) GDPR. In the case of open events or if no contractual relationship has been established for participation in the event, we rely on Article 6(1)(f) GDPR (legitimate interest). In this case, our legitimate interest is to hold a contemporary, functioning and effective online event.

When using Zoom, we process your personal data if you participate in a video conference (meeting) that was created by a licensed Zoom account with an @fh-wien.ac.at e-mail address. The data processing is carried out to enable your participation, i.e. to establish and use the connection. Personal data is processed that is absolutely necessary for usability, corresponds to the selected settings or depends on your communication behavior.

The following data (categories) may be affected:

- The information you provide when you use the videoconferencing system, such as first name, last name, e-mail address, password (when single sign-on is not used), profile picture
 - o Note: For the mere participation in an event, no registration is required, but you will still have to provide information about your name. This can also be a fantasy name.
- For students, lecturers and staff, also registration information from the identity management system at FHWien der WKW
- Technical information about the use (meeting metadata), e.g. topic, description, start and end time of communication, device/hardware information
- Communication content provided by you, such as oral statements, chat messages, camera data
- Data from your terminal device's microphone and/or video camera during the period of use for audio playback and/or video display
 - o Note: Microphone, video camera and/or chat function are muted or switched off by default, but can be switched on (and off again) at any time using the zoom application.
 - o Note: You can replace your background with an overlay. Your head is still visible, but your surroundings are not.

Recording of events

In special cases, events may be recorded. You will be informed of this and about subsequent use of the recording in advance and will see the recording icon during the meeting. If a zoom call is recorded, video, audio and presentation recordings are made, further audio recordings are made according to functionality (MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings) and a text file of the online meeting chat is created.

The legal basis for any recording and taking minutes of meetings as well as making the recording (or parts thereof, e.g. screenshot) available to a larger group is Article 6(1)(f) GDPR (legitimate interest); in this case our legitimate interests lie in the documentation, reporting, image advertising and making the meeting available to a larger group of interested persons.

- The settings have been selected in advance so that you must actively switch on audio, video or chat. If you do not agree with the use of audio, video or chat, do not switch on the microphone or video camera and do not participate in chats. In this case, you can send us questions about the event by e-mail.

Selected mailings

Some of your data can be used for selected mailings on current topics of the universities of applied sciences as well as on events and offers at FHWien der WKW. The legal basis for data processing is our legitimate interest in this respect in accordance with Article 6(1)(f) GDPR (marketing purposes).

Note

If data processing is carried out on the basis of a legitimate interest, you can object to the data processing by stating a reason in accordance with Article 21 GDPR. However, an objection only leads to the omission of the processing if the objection is justified by special reasons.

If the data processing takes place for marketing purposes, you can object to the processing at any time. An objection means that we will no longer use your data for marketing purposes.

Recipient and transfer of data to a third country

External recipients will only receive your data if this is necessary in individual cases to fulfil the purpose or within the framework of the legal basis. For example, other participants in a zoom event can see your image if you have switched on the video camera.

In individual cases, any recordings (or parts thereof, e.g. screen shots) may be used or published for the purposes of documentation, reporting, image advertising and making the meeting available to a larger circle of interested persons.

Processors employed by us may process data on our behalf in order to fulfil the purposes described above if they offer sufficient guarantees for the security of the data (e.g. cloud services, IT service providers, printers, dispatch of newsletters or mailings).

The provider Zoom Video Communications, Inc. transmits data to the USA. Zoom fulfils the data protection guarantees according to Article 44(ff) GDPR by joining the EU-US Privacy Shield and concluding so-called EU standard data protection clauses. Further information on data processing when using Zoom can be found at <https://zoom.us/docs/de-de/privacy-and-legal.html>. Please note that this is an external website, which is operated by the respective provider under his own responsibility and that personal data is processed when you visit it.

Retention period

The retention of data is valid until the expiry of the warranty, the statute of limitations, the statutory retention periods applicable to us, and until the settlement of legal disputes in which the retention of the data is required for use as evidence.

The image/video material (including sound recordings), if any, will be stored as long as it is necessary for the purposes for which it is processed. In particular, the storage period depends on the following criteria:

- Type of image (in particular number of persons, surroundings depicted)
- Framework within which the admission was made (e.g. public event, teaching event, graduation)
- Suitability for use on the homepage and in social networks
- Suitability for presenting the company history
- Suitability for use with anniversaries and festive publications
- Degree of interference with confidentiality interests
- Suitability for historical and archive purposes

Furthermore, any recordings will be stored until the end of any legal disputes for which they are required as evidence.

Your legal rights

Under the GDPR, you are entitled to the following rights:

- Right to obtain information
- Right to rectification or erasure
- Right to restrict processing
- Right to data portability
- Right to revoke your consent

To exercise your legal rights or if you have questions, please contact us via email at datenschutz@fh-wien.ac.at or send your correspondence to FH Wien der WKW, Legal Department, Währinger Gürtel 97, 1180 Vienna

Legal support

As the data subject, you are entitled to file a complaint with the supervisory authority if you believe that the processing of your personal data violates European or national data protection laws. In Austria, the handling of complaints lies with the data protection authority.

As of ... 05/2020

This document is a translation of the German original. In case of discrepancy between the English and German versions, the German version shall apply.