

## Information pursuant to art. 13 GDPR for online meetings, conference calls and webinars via online platforms

### 1. Description of processing activities

This privacy notice is issued in relation to the processing of personal data through the use of online platforms offered by third parties providers (collectively "Third Party Providers"), such as

- Microsoft Teams as provided by Microsoft Corporation, based in the US
- Zoom as provided by Zoom Video Communication, Inc, based in the US
- Remo as provided Remo US, Inc, based in the US
- Cisco Webex as provided by Cisco Systems, based in the US
- TeamViewer as provided by TeamViewer Germany GmbH, based in Germany

### 2. Name and contact details of controller

Miltenyi Biotec B.V. & Co. KG

Friedrich-Ebert-Straße 68

51429 Bergisch Gladbach

Germany

Phone: +49-2204-8306-0

Fax: +49-2204-85197

Email: [macs@miltenyibiotec.de](mailto:macs@miltenyibiotec.de)

**N.B.:** If you visit the website of Third Party Providers, such Third Party Provider is responsible for data processing in accordance with the privacy policy of the respective Third Party Provider published on their website. In general, you only have to visit the website to download the software required to use the online platform. Also, you may use the online platform if you directly type in the meeting ID and any other login details required for a meeting in the respective app of the online platform. If you do not wish to use the respective app of the online platform or are unable to use it, the basic functions will still be available on a web browser version which you may also find on the website of the respective Third Party Provider.

### 3. Contact details of data privacy officer of Miltenyi Biotec B.V. & Co. KG

Data Privacy Officer

Miltenyi Biotec B.V. & Co. KG

Friedrich-Ebert-Strasse 68

51429 Bergisch Gladbach

Germany

Email: [dataprivacy-MiltenyiBiotec@legitimis.com](mailto:dataprivacy-MiltenyiBiotec@legitimis.com)

### 4. Purpose of processing and data collected

We use the tool online platform to hold conference calls, online meetings, videoconferences and/or webinars (hereinafter 'Online Meetings').

When you use the online platforms various types of data are processed. The scope of the data also depends on the details of the type of data provided by you before or when taking part in an Online Meeting. The following types of personal data are processed:

- Details of user: first name, surname, telephone (optional), email address, password (if single sign-on is not used), profile image (optional), department (optional). If you wish to participate

in an Online Meeting or enter the Meeting Room, you must at the very least provide details of your name.

- Meeting metadata: subject, description (optional), participant IP addresses, device/hardware information
- When recording (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of online meeting chats. When we want to record Online Meetings, we will inform you in advance in a transparent manner and – if necessary – ask for your consent. The information that the meeting is being recorded will be also displayed in the respective app of the online platform.
- When dialling in using a telephone: details of incoming and outgoing dial number, country names, start and end times. If applicable, other connection details such as the device's IP address may be stored.
- Text, audio and video data: where applicable, you may have the option of using the chat, question or survey functions in an Online Meeting. In which case, the text inputted by you will be processed to enable it to be displayed in the Online Meeting and/or for minutes to be taken. To enable the display of video and the reproduction of audio, the data from the microphone of your end device and from any video camera used will be processed while the meeting lasts. You can switch off the camera or microphone or turn off the sound using the online platform app at any time.

If required for the purpose of taking minutes of events during an Online Meeting, we will keep minutes of chat contents. However, generally speaking, this will not take place. In the case of webinars we may also process the questions made by webinar participants for the purposes of recording and post-processing webinars.

## 5. Legal basis for processing data

Automated decision-making within the meaning of art. 22 GDPR does not take place. If personal data of employees of Miltenyi Biotec B.V. & Co. KG are processed or if such data are used to establish, implement or terminate an employment contract, the basis for processing is set out in § 26 BDSG (German Federal Data Protection Act).

If data relating to the use of the online platform essential for the use of the online platform, data processing will be based on our legitimate interest pursuant to 6, para. 1(f) GDPR. In such cases, our legitimate interest resides in the ability to actually conduct Online Meetings.

Further, the legal basis for processing data when holding Online Meetings is art. 6, para. 1(b) GDPR wherever the meetings are conducted as part of contractual relationships. If there is no contractual relationship, the legal basis is art. 6, para. 1, (f) GDPR. Here, similarly, our legitimate interest resides in the ability to actually conduct Online Meetings.

## 6. Recipient or categories of recipients of personal data

In general, personal data processed in relation to participation in Online Meetings is not passed on to third parties, unless such data have been specifically designated for this purpose. Your registration data, however, may be processed and transferred to third parties in accordance with our [Privacy Statement](#).

In specific, we may share your personal data as follows:

- Service Providers: We may share your data with contracted services providers to the extent it is required to process your registration and to actually conduct the Online Meetings. Such

service providers in general comprises companies, such as the Third Party Provider of online platforms, agencies providing IT services, system administration and hosting. In such circumstances, we will have appropriate data transfer agreements in place to protect your personal data.

- Affiliates: If you register for an Online Meeting webinar organised by one of our affiliates, we may share your personal data with the affiliate to the extent this is required to process your registration and to ensure your participation in the Online Meeting.
- Sponsors: If the Online Meeting is sponsored by a third party and provided you have consented to the sharing, your personal data may be shared with such third party sponsor. In such circumstance, your personal data will be subject to the sponsors' privacy policies.

## 7. Transfer of personal data to third countries

The Third Party Providers may be in the US. This means that personal data may be processed in a third country. In such case, we have either concluded appropriate data processing agreements with the Third Party Providers complying with the requirements of art. 28 GDPR or other equivalent guarantees. EU standard contractual clauses have also been incorporated so as to ensure an adequate level of data protection.

If we were not able to ensure an adequate level of data protection, we will explicitly obtain for your consent, unless the data transfer is otherwise justified in accordance to applicable data protection laws.

## 8. Duration of storage of personal data

Generally speaking, we erase personal data when there is no longer any requirement to store such data.

## 9. Rights of data subjects

You have the following rights under the EU General Data Protection Regulation:

- If your personal data are processed, you have the right to obtain information about the personal data stored concerning you (art. 15 GDPR).
- If inaccurate personal data are processed, you have the right to rectification (art. 16 GDPR).
- If the statutory requirements are met, you can request the erasure of personal data or the restriction of processing and you are also entitled to lodge an objection (articles 17, 18 and 21 GDPR).
- If you have consented to the processing of data or if a data processing agreement is in force and the data are processed using automated means, you also have the right to data portability (art. 20 GDPR).

Please contact our Data Privacy Officer if you wish to exercise your rights. If you make use of the aforementioned rights, we will check whether the statutory requirements have been met.

You have the right to lodge a complaint before a data protection **supervisory authority** concerning the processing of personal data by us.

## 10. Amendments to this notice

We will revise this privacy notice if changes occur in the way data are processed or for other reasons making this necessary. You will be able to consult the current version of this privacy notice on our website.

Last amended: 01/2021