

## **Privacy policy in accordance with Art. 13 GDPR for participation in videoconferences with the WebEx application**

The recording of a videoconference and the subsequent use of the recording is only permitted with the express consent of all participants. Furthermore, the secret recording is punishable as a violation of the confidentiality of the word according to Section 201 of the German Criminal Code (StGB). It is also punishable with disciplinary measures for employees of the Zentrum für Humangenetik Tübingen.

The Zentrum für Humangenetik Tübingen uses software programs from the company Cisco, which enable us to hold video conferences, online meetings, webinars, display sharing, and/or streaming. With the help of such tools, we can quickly and easily communicate with customers, business partners, clients, and employees via the Internet. Of course, we pay attention to the specified legal framework when selecting the service provider.

### **The responsible party, according to Art. 4 (7) of the Basic Data Protection Regulation (GDPR), is:**

#### **Zentrum für Humangenetik Tübingen**

Paul-Ehrlich-Str. 23

72076 Tübingen, Germany

info@humangenetik-tuebingen.de | www.humangenetik-tuebingen.de

Commercial Register Local Court Stuttgart HRB 729958

Phone +49 (0)7071 565 44 00

Fax. +49 (0)7071 565 44 22

#### **You can reach our data protection officer at CeGaT GmbH at:**

Zentrum für Humangenetik Tübingen

Thomas Fletschinger

E-mail: dsb@humangenetik-tuebingen.de

## **2. Global Data Protection Standards**

Our handling of personal data has been aligned with global principles and standards concerning transparency in the use of personal data, observance and granting of rights of choice, access regulations, rules on data integrity, data security, data sharing, and monitoring of the lawfulness of the processing. Furthermore, the Zentrum für Humangenetik Tübingen complies with the General Data Protection Regulation (GDPR) and the Gene Diagnostics Act.

## **3. Data Categories**

You must at least provide information about your name to participate in an online meeting or to enter the meeting room. However, this can also be a pseudonym.

Within the scope of use, the Cisco WebEx application processes the following personal data:

- First name, last name, e-mail address
- Profile picture (optional)
- Meeting metadata: topic, description, participant IP addresses, device/hardware information, e.g., browser
- For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings
- When dialing in with phone: incoming and outgoing phone number information, country name, start time, and real-time

Note: For patient contacts, we use end-to-end encryption for data protection, so these options (e.g., dial-in, recordings) are unavailable.

If necessary, further connection data such as the device's IP address may be stored.

For more information on the processing of cookies, please visit <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>.

#### **4. Purpose of Data Processing and Legal Basis**

The video conference and thus the data processing serve the following purposes:

- The videoconferencing internal and external employees\* of the Zentrum für Humangenetik Tübingen. The legal basis for this is Art. 6 para. 1 lit. b GDPR.
- The implementation of pre-contractual measures, Art. 6 para. 1 lit. b GDPR, in the case of discussions aimed at concluding a contract, for example, in the application process.
- If the video conference recordings are made, this will only be done with your express consent. The legal basis is then Art. 6 para. 1 lit. a GDPR.

#### **5. Storage Duration**

The personal data will be deleted as soon as the purposes for which they were collected or otherwise processed are no longer necessary.

#### **6. Recipients**

Recipients of the personal data are other participants of the video conference.

The videoconference is conducted by the Zentrum für Humangenetik Tübingen using the product Webex of the company Cisco Webex. Cisco Webex provides video conferencing, IP telephony, instant messaging, file transfer, and screen sharing.

All business-to-business collaboration products and services provided by Webex are part of the Cisco Collaboration Portfolio and collectively offered by Cisco Systems as Software as a Service (SaaS).

Cisco's privacy notice is available at [https://www.cisco.com/c/de\\_de/about/legal/privacy-full.html](https://www.cisco.com/c/de_de/about/legal/privacy-full.html) and here <https://trustportal.cisco.com>.

All data security precautions and proven certifications for Cisco Webex can be found at <https://trustportal.cisco.com>.

This may involve the transfer of data to third countries. The video content is transmitted in encrypted form to prevent access by the service provider. Your data will only be passed on in compliance with confidentiality and only if there is a legal basis for doing so.

## 7. Your Rights as a Data Subject

### Data subject rights, the supervisory authority for data protection

You have the right

to request information about your personal data processed by us in accordance with Art. 15 GDPR. In particular, you can request information about the purposes of the processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction, processing or objection, the existence of a right of complaint, the origin of your data, if it was not collected by us, as well as about the existence of automated decision-making and, if applicable, meaningful information about its details;

according to Art. 16 GDPR, to demand the correction of incorrect or the completion of your personal data stored by us without delay;

according to Art. 17 GDPR, to request the erasure of personal data stored by us unless the processing is necessary for the exercise of the right to freedom of expression and information, for compliance with a legal obligation on the grounds of public interest, or the assertion, exercise or defense of legal claims;

according to Art. 18 GDPR, to request the restriction of the processing of your personal data, insofar as the accuracy of the data is disputed by you, the processing is unlawful, but you object to its erasure, and we no longer need the data, but you need it for the assertion, exercise or defense of legal claims or you have objected to the processing according to Art. 21 GDPR;

according to Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, common, and machine-readable format or to request that it be transferred to another controller;

in accordance with Art. 7 (3) GDPR, to revoke your consent once given to us at any time. This has the consequence that we may no longer continue the data processing, which was based on this consent, in the future; and

to complain to a supervisory authority in accordance with Art. 77 GDPR. Usually, you can contact the supervisory authority of your usual place of residence or workplace or the registered office of our company for this purpose.

**The competent supervisory authority for data protection of the Zentrum für Humangenetik Tübingen is:**

Baden-Württemberg Aufsichtsbehörde  
Der Landesbeauftragte für den Datenschutz Baden-Württemberg  
Postfach 10 29 32, 70025 Stuttgart  
Urbanstr. 32, 70182 Stuttgart  
Tel. 0711 615541-0  
Fax. 0711 615541-15  
Mail: [poststelle@lfd.bwl.de](mailto:poststelle@lfd.bwl.de)  
<http://www.baden-wuerttemberg.datenschutz.de>

For the assertion of the rights mentioned above as well as for questions regarding data protection, you can contact the person responsible in accordance with the aforementioned point 1 or send a corresponding e-mail to [info@humangenetik-tuebingen.de](mailto:info@humangenetik-tuebingen.de).

**8. Further Information on Data Protection**

For further information on data protection, please refer to the Zentrum für Humangenetik Tübingen privacy policy at <https://www.humangenetik-tuebingen.de/datenschutzerklaerung/>.