



Privacy Notice of SIGMA Engineering GmbH

Privacy Notice of SIGMA Engineering GmbH for Using the Tool "GoToWebinar" for Attending Webinars: LSR Technology Conference

In the following, we would like to inform you about the processing of personal data in connection with the use of the video conferencing system "**GoToWebinar**".

Purpose of Processing

We use the tool "GoToWebinar" to hold conference calls, online meetings, video conference calls and/or webinars (hereinafter referred to as "online meetings"). "GoToWebinar" is a service provided by LogMeIn, Inc, which is based in the USA.

Responsible Body

The **data controller** for data processing directly connected to the organization of "online meetings" is SIGMA Engineering GmbH.

Note: If you access the website of "GoToWebinar", the provider of "GoToWebinar" is responsible for the data processing. However, to use "GoToWebinar", calling up the Internet page is only necessary in order to download the software for using "GoToWebinar".

What Data Is Processed?

When using "GoToWebinar", various types of data are processed. The amount of data also depends on the information you provide before or while attending an "online meeting".

The following personal data will be processed:

User details: first name, last name, e-mail address, company

Meeting metadata: topic, description (optional), attendee IP addresses, device/hardware information

For recordings (optional): MP4 file of all video, audio and presentation recordings; M4A file of all audio recordings; text file of all in-meeting chats



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When dialing in by phone: information on incoming and outgoing phone number, country name, start and end times. If necessary, additional connection data such as the IP address of the device can be stored.

Text, audio and video data: During an "online meeting", you may use the chat, question or survey functions where necessary. In this respect, the text entries you make are processed in order to display them in the "online meeting" and, if necessary, log them. To enable the display of video and the playback of audio, the data from your device's microphone and any video camera of your end device is processed for the duration of the meeting.

You can turn off or mute the camera or microphone yourself at any time using the "GoToWebinar" applications.

To join an "online meeting" or enter the virtual meeting room, you must at least provide your name.

Scope of Processing

We use "GoToWebinar" to hold "online meetings". If we want to record "online meetings", we will transparently communicate this to you in advance and – if necessary – ask for consent. The fact of the recording will also be displayed to you in the "GoToWebinar" app. If it is necessary for the purposes of recording the results of an "online meeting", we will log the chat content.

In the case of webinars, we may also process questions asked by webinar participants for the purposes of recording and following up webinars.

If you are registered with "GoToWebinar", "GoToWebinar" can store reports on your "online meetings" (meeting metadata, telephone dial-in data, questions and answers in webinars, survey function in webinars) for up to one month.

Automated decision-making pursuant to Art. 22 EU GDPR is not used.

Legal Bases for Data Processing

As far as personal data is processed by employees of SIGMA Engineering GmbH, Section 26 BDSG (German Federal Data Protection Act) is the legal basis for data processing. If, in connection with the use of "GoToWebinar", personal data is not required for hiring decisions, carrying out or terminating the employment contract, but is nevertheless an elementary



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component when using "GoToWebinar", Art. 6 para. 1 lit. f) EU GDPR is the legal basis for the data processing. Our interest in these cases lies in effectively conducting "online meetings".

In all other respects, the legal basis for data processing when conducting "online meetings" is Art. 6 para. 1 lit. b) EU GDPR, insofar as the meetings are conducted within the scope of contractual relationships.

If no contractual relationship exists, the legal basis is Art. 6 para. 1 lit. f) EU GDPR. Here, too, our interest lies in effectively conducting "online meetings".

Recipient / Sharing of Data

Personal data processed in connection with the participation in "online meetings" will generally not be disclosed to third parties, unless it is specifically intended to be shared with others. Please note that content from "online meetings", as is the case in personal meetings, often serves precisely to communicate information to customers, interested parties, or third parties and is therefore intended to be shared with others. Only the presenters/speaker gain knowledge of the names and e-mail addresses of the participants, which are to be treated confidentially and are not intended to be passed on.

Other recipients: The provider of "GoToWebinar" necessarily obtains knowledge of the above data to the extent provided for in our order processing agreement with "GoToWebinar".

Data Processing Outside the European Union

"GoToWebinar" is a service provided by a provider in the US. The processing of personal data therefore also takes place in a third country. We have concluded an order processing contract with the provider of "GoToWebinar" that complies with Art. 28 EU GDPR.

An adequate level of data protection is guaranteed both by the "Privacy Shield" certification of GoToWebinar Video Communications, Inc. and by the conclusion of the so-called EU Standard Contractual Clauses.

Your Rights as a Data Subject

You have the right to **obtain access** to the personal data held about you. You can contact us to request access at any time.



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In the case of an access request that is not made in writing, we ask for your understanding that we may require you to provide evidence that proves that you are the person you claim to be.

Furthermore, you have the right to request **rectification**, **erasure** or **restriction** of processing, provided you are legally entitled to do so.

Finally, you have the **right to object** to processing within the scope of the law.

A right to **data portability** also exists within the framework of data protection regulations.

Erasure of Data

We generally erase personal data when there is no need for further storage. A requirement may exist in particular if the data is still needed in order to fulfill contractual obligations, to be able to check and grant or reject warranty claims and, if applicable, guarantee claims.

If statutory retention obligations must be fulfilled, erasure is only considered after the expiry of the respective retention obligation.

Right to Lodge a Complaint With a Supervisory Authority

You have the right to lodge a complaint with a **supervisory authority** for data protection issues about our processing of personal data.