

## **Information on the processing of personal data for conducting events using Microsoft Teams**

We hereby inform you of the processing of your personal data by MSIG Insurance Europe AG for conducting events using Microsoft Teams, and of the rights to which you are entitled under data protection law.

### **Who is responsible for data processing and how can you contact the data protection officer?**

#### **The controller responsible for data processing is**

MSIG Insurance Europe AG  
An den Dominikanern 11-27  
50668 Köln [Cologne]  
Telephone 0221-37991-0  
Fax 0221-37991-200  
Email [info@msig-europe.com](mailto:info@msig-europe.com)

You can contact our **data protection officer** at the aforementioned address or at: [datenschutz@msig-europe.com](mailto:datenschutz@msig-europe.com). The contact details are also available on the Internet at <http://msig-europe.de/de/datenschutz>.

### **What categories of data shall we use to conduct the event with Microsoft Teams?**

For conducting the event with Microsoft Teams, we shall process details relating to title, first name and surname, function, company, email address, log-in details, IP address, duration of the event, time of submission of chat messages, as well as content possibly sent for conducting the event and for communication during the event.

Camera images of participants will be visible at the event insofar as the camera is switched on. Verbal contributions will be heard by all participants. If you do not wish to be heard and/or seen, please pose your questions exclusively using chat or email and deactivate your microphone and/or camera. Chat messages will be viewable by all participants.

Surveys may be conducted at the event. Participation will be voluntary. As surveys take place anonymously, it will be evident neither to the organiser nor to other participants who has provided the votes and answers. Survey results will likewise be shown without participants being named.

### **For what purposes and on what legal basis will data be processed?**

We shall process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), all other relevant laws (e.g. regarding general equality of treatment) as well as the local provisions applicable to the respective establishments (e.g. in the Netherlands the "Gedragscode Verwerking Persoonsgegevens Verzekeraars" of the "Verbond van Verzekeraars").

The data processing will serve the purpose of conducting the event using Microsoft Teams.

The legal basis for processing your data for organising and conducting the event is Art. 6 (1) f) GDPR.

We use products from Microsoft Ireland Ltd. ("Microsoft") for this purpose and have concluded a data processing agreement with Microsoft in accordance with Art. 28 GDPR. It cannot be ruled out in this connection that data will be transferred by Microsoft to Microsoft Corp. in the USA. Microsoft may also undertake remote maintenance access from other third countries. Microsoft has concluded with Microsoft Corp. the European Union's standard contractual clauses. According to Microsoft, Microsoft Corp. processes data concerning the use of Teams for the following business purposes of its own: billing and account management; remuneration (e.g. calculation of employee commissions and partner incentives); internal reporting and modelling (e.g. forecast, turnover, capacity planning, product strategy); combating fraud, cyber criminality or cyber attacks that could affect Microsoft or Microsoft products; improving core functionality in respect of accessibility, data protection or energy efficiency; and financial reporting and compliance with statutory obligations (subject to the disclosure restrictions described in the DPA). The processing by Microsoft takes place exclusively for the aforementioned purposes and expressly not for user profiling, advertising or similar commercial purposes. For processing data for the aforementioned business purposes, Microsoft will determine both the means and the purposes of the data processing. Microsoft is responsible for the data processing and for compliance with all applicable laws as well as for the fulfilment of the obligations.

You can find further information in Microsoft's privacy policy:

<https://privacy.microsoft.com/de-de/privacystatement>

### **Who will receive your data?**

Within our company, your personal data will be received only by those individuals and entities (e.g. departments) that require these data for the performance of their tasks with regard to the aforementioned purposes. Within the scope of our activities, the data will be sent, as intended, to participants and viewers of the event. We shall, if necessary, also make use of external service providers (e.g. telecommunication service providers, service providers for assistance with organising and holding events) for conducting the event. We shall be happy to make available to you on request a list of the service providers we use.

### **What data privacy rights can you assert as data subject?**

You can obtain information on your stored personal data from the aforementioned address. Furthermore, you can obtain the rectification or erasure of your data under certain circumstances. If you make use of your entitlement to erasure, or the data are no longer necessary for the fulfilment of the purpose for which they are stored, your stored personal data will be erased. You may also have a right to restriction of the processing of your data as well as a right to have the data provided by you handed over in a structured, commonly used and machine-readable format.

#### **Right to object**

**Where we process your data for the protection of our legitimate interests, you may object to this processing on grounds relating to your particular situation. We shall then no longer process your personal data unless we can demonstrate that the reasons for the processing are compelling and legitimate and override your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.**

### **Where can you make a complaint?**

You can make a complaint to the aforementioned data protection officer or to a data protection supervisory authority. The relevant data protection supervisory authority for us is the:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
[State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia]  
Kavalleriestraße 2-4  
40213 Düsseldorf

Telephone: 02 11/384 24-0  
Telefax : 02 11/384 24-999

Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)  
Homepage: <https://www.ldi.nrw.de>

You can also turn to the data protection authority in your country of residence. You can find at the end of this notice an overview of the data protection supervisory authorities in the countries where MSIG Insurance Europe AG maintains establishments.

**For how long will your data be stored?**

We shall erase your personal data as soon as they are no longer necessary for the aforementioned purposes. It is possible in this respect that personal data will be stored for the period during which claims against us can be asserted (statutory limitation period of three or up to thirty years). Additionally, we shall store your personal data insofar as we are legally obliged to do so. Corresponding obligations to provide proof and retain records ensue from, inter alia, the Commercial Code [Handelsgesetzbuch] and the Fiscal Code [Abgabenordnung]. According thereto, the storage period is up to ten years. If required, we shall be happy to provide further information on the duration of data storage with regard to the specific purpose.

**Will your data be transferred to a third country?**

If we transfer personal data to Group companies outside of the European Economic Area (EEA), we shall do so only insofar as the third country has been confirmed by the EU Commission as having an adequate level of data protection, or other adequate data protection safeguards (e.g. binding internal data protection rules or EU standard contractual clauses) are in place. You can request detailed information on this using the aforementioned contact information.

**Overview of the data protection supervisory authorities in the countries where MSIG Insurance Europe AG maintains establishments:****Belgique**

Autorité de protection des données (APD)  
Rue de la Presse 35  
1000 Bruxelles

Téléphone : +32 (0) 2 274 48 00  
Téléfax : +32 (0) 2 274 48 35

Courriel : [contact@apd-gba.be](mailto:contact@apd-gba.be)  
Site internet : <https://www.datenschutzbehörde.be>

**France**

Commission Nationale de l'Informatique et des Libertés  
3 Place de Fontenoy  
TSA 80715  
F - 75334 Paris cedex 07

Téléphone : + 33 (0)1 53 73 22 22



Téléfax : + 33 (0)1 53 73 22 00

Courriel : [webmaster@cnil.fr](mailto:webmaster@cnil.fr)  
Site internet : <https://www.cnil.fr>

### **Italia**

Garante per la Protezione dei Dati Personali  
Piazza Venezia n. 11  
I - 00187 Roma

Telefono: + 39 06 69 677.1  
Telefax: + 39 06 69 677,785

Email: [protocollo@gpdp.it](mailto:protocollo@gpdp.it)  
Homepage: <https://www.garanteprivacy.it>

### **Nederland**

Autoriteit Persoonsgegevens  
Bezuidenhoutseweg 30  
2594 AV Den Haag

Telefoon: + 31-70-88 88 500  
Fax: + 31-70-88 88 501

Email: [internationaal@autoriteitpersoonsgegevens.nl](mailto:internationaal@autoriteitpersoonsgegevens.nl)  
Homepage: <https://autoriteitpersoonsgegevens.nl/nl>

### **Slovenská republika**

Úrad na ochranu osobných údajov Slovenskej republiky  
Hraničná 12  
820 07 Bratislava 27  
Slovak Republic

Telefón: +421 2 323 132 14  
Telefax: +421 2 323 132 34

Email: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)  
Domovská stránka: <https://dataprotection.gov.sk/uouu/en>



## España

Agencia Española de Protección de Datos (AEPD)  
C/Jorge Juan, 6  
E - 28001 Madrid

Teléfono: + 34 901 100 099;

Sitio web: <https://www.agpd.es/>