

Data Protection Notice for Webinars

Conducting of webinars using the webinar platform "GoToWebinar".

In the following, we inform you about the processing of personal data in connection with the use of webinar platform "GoToWebinar".

1. Description and scope of data processing

We use the tool "GoToWebinar" to conduct webinars. "GoToWebinar" is a service provided by LogMeIn, Inc. which is based in the USA. The organizers will use this data exclusively for participation in webinars and similar services and will not share it with third parties or use it for other purposes.

The data provided by users in the course of registering for a webinar may also be stored by inPuncto in a customer relationship management system ("CRM system") or similar system and used to send information about similar services.

Responsible

The person responsible for data processing directly related to the implementation of "Webinars" is inPuncto GmbH. Note: Insofar as you access the website of "GoToWebinar", its provider "LogMeIn" is responsible for data processing. You can find the data protection information of this provider on its website.

The opening of the "GoToWebinar" Website is required for the use of "GoToWebinar" for two purposes:

- to download the software for the use of "GoToWebinar".
- to register for a webinar.

You can also use "GoToWebinar" if you use the "GoToWebinar" app and enter the access data for the webinar there. If you do not want to or cannot use the "GoToWebinar" app, then the functions can also be used via a browser version, which you can also find on the "GoToWebinar" website.

What data is processed?

When using "GoToWebinar", various types of data are processed. The scope of the data also depends on the data input and input you make before or during participation in a webinar.

The following personal data are subject to processing:

User details:

- (1) First name, last name
- (2) Organization
- (3) Business e-mail address
- (4) personal participation link
- (5) Date and time of registration

Webinar metadata:

- (1) Topic
- (2) description (optional)
- (3) Attendee IP addresses
- (4) Device/hardware information

Text, audio, and video data: you may have the option to use the chat, questions, or polls features in a webinar. Your questions from the chat or details for you as a participant will not be publicly displayed during the webinar. Personal data will generally not be shared with third parties.

Scope of processing

We use "GoToWebinar" to conduct webinars. Our interactive webinars are recorded. By registering for an online seminar, you consent to the webinars being recorded in order to receive the recording in the follow-up. The fact of the recording will also be displayed to you in the "GoToWebinar" application.

Furthermore, in addition to your registration data, we receive information about the duration of participation, interest in the webinar as well as questions asked or answers given and, if applicable, webinar feedback. For the purpose of quality development, personalized attention and interest measurements are carried out. For the purpose of follow-up to webinars and further customer support or enhancement of the user experience, text entries made by webinar participants are processed and logged.

Automated decision-making within the meaning of Art. 22 DSGVO is not used.

2. Legal basis for data processing

Insofar as personal data is processed by employees of inPuncto GmbH, Section 26 BDSG is the legal basis for data processing.

If, in connection with the use of "GoToWebinar", personal data is not required for the establishment, implementation or termination of the employment relationship, but is nevertheless an elementary component in the use of "GoToWebinar", Article 6 (1) f) DSGVO is the legal basis for data processing. In these cases, our interest is in the effective implementation of webinars.

Otherwise, the legal basis for data processing when conducting webinars is Art. 6 (1) lit. b) DSGVO, insofar as the webinars are conducted in the context of contractual relationships.

Should no contractual relationship exist, the legal basis is Art. 6 (1) lit. f) DSGVO. Here, too, our interest is in the effective implementation of webinars.

Recipients / passing on of data

Personal data processed in connection with participation in webinars is generally not passed on to third parties unless it is specifically intended to be passed on. Other recipients: the provider of "GoToWebinar", LogMeIn, Inc. necessarily obtains knowledge of the above-mentioned data to the extent provided for in our order processing agreement with "GoToWebinar". This provider also uses sub-processors. The company provides an up-to-date list of these sub-processors on its website.

Data processing outside the European Union

"GoToWebinar" is a service provided by a company from the USA. A processing of personal data thus also takes place in a third country. We have concluded a contract

processing agreement with the provider of "GoToWebinar" that meets the requirements of Art. 28 DSGVO.

An adequate level of data protection is guaranteed on the one hand by the "Privacy Shield" certification of LogMeIn, Inc. and on the other hand by the conclusion of the so-called EU standard contractual clauses.

3. Purpose of data processing

Registration of the user is required for participation in the webinar. His email address and personal data are used by the webinar organizer LogMeIn, Inc. to communicate with the user regarding the webinar. Furthermore, the data provided by users as part of the webinar registration will be used by inPuncto to provide them with the link to the recording of the webinar after the webinar or may be used by us based on our legitimate interest to contact the webinar participants after the webinars to obtain their feedback with regard to improvements.

4. Duration of storage

We generally delete personal data when there is no need for further storage. A requirement may exist, in particular, if the data is still needed to fulfill contractual services, to check and grant or defend against warranty and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion only comes into consideration after expiry of the respective retention obligation. Furthermore, the legal archiving obligations apply.

5. Right of objection and removal. Right of complaint to a supervisory authority

As a user, you have the option at any time to cancel your registration and to have the data stored about you amended or deleted. If the user wishes to cancel their participation in a webinar, they will find a corresponding link in the registration email to cancel their registration for the webinar. Users also have the option at any time to have the data that inPuncto has stored about them changed or deleted. This is possible by telephone: +49 711-66 188-500 (weekdays 8:00 am - 6:00 pm), in writing: Fabrikstr. 5 | 73728 Esslingen or by e-mail: unsubscribe@inpuncto.com.

Your rights as a data subject

You have the right to obtain information about the personal data concerning you. You can contact us for information at any time. In the case of a request for information that is not made in writing, we ask for your understanding that we may require proof from you that you are the person you claim to be. Furthermore, you have a right to rectification or deletion or to restriction of processing, insofar as you are entitled to this by law. Finally, you have a right to object to processing within the scope of the law. You also have a right to data portability within the framework of data protection law. You have the right to complain about the processing of personal data by us to a supervisory authority for data protection.

Further information is available upon request:

Name and address of the responsible persons
inPuncto GmbH
Fabrikstr. 5
73728 Esslingen
Germany
Tel.: +49 (0)711 / 66188500

E-Mail: kontakt@inpuncto.com

Website: www.inpuncto.com

Name and address of the data protection officer

Jürgen Müller

Robert-Bosch-Str. 3

72622 Nürtingen

Germany

Phone: +49 (0)173 3115137

E-Mail: dsb-mueller@gmx.de