

# General Privacy Notice



## General Privacy Notice of meetyoo conferencing GmbH

Last updated: 19.10.2023

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### Introduction

This Privacy Policy clarifies the nature, scope and purpose of the collection and use of personal data on meetyoo websites (e.g. meetyoo.com, meetgreen.de, meet.green, easy-audio.de, easy-audio.co.uk, smartconference.de, webcast.metyoo.de, telekonferenz.de, ubivent.com, ubivent.de, telefonkonferenz-service.de, info.metyoo.digital) (hereinafter referred to as "metyoo websites"), the use of meetyoo services (webcast, virtual fairs, media libraries, telephone conferences, BusinessMeeting, AudioEvent, WebEvent, Outlook add-in and customer portal) (hereinafter referred to as "metyoo services") or the use of surveys by meetyoo conferencing GmbH (hereinafter referred to as "we" or "us"). Unless this Privacy Policy states otherwise, we are the data controller for all personal

metyoo conferencing GmbH  
Friedrichstraße 153a  
10117 Berlin, Germany

information collected on meetyoo websites. We make reference at this point to the separate [privacy policy](#) for the meetyoo services "virtual Events" and "metyoo own Events".

Personal data is information that can help identify an individual, i.e. data that can be traced back to a single person. This typically includes a person's name, email address or telephone number. Purely technical data that can be assigned to a single person is also considered personal data.

### **Contact details for the Data Control Officer and Data Protection Officer:**

meetyoo conferencing GmbH  
Friedrichstraße 153a  
10117 Berlin, Germany  
Phone: +49 (0)30 8687 10400  
Email: [privacy \[at\] meetyoo.com](mailto:privacy@meetyoo.com)

Data Protection Officer  
Deutsche Datenschutz Consult GmbH (external data protection officer)  
Stresemannstr. 29  
22769 Hamburg  
Internet: [ddsc.de](http://ddsc.de)  
E-mail: [dpo \[at\] meetyoo.com](mailto:dpo@meetyoo.com)

Please contact the Data Protection Officer directly if you have any questions or concerns about safeguarding your data protection rights. You can reach our Data Protection Officer using the contact details provided above (FAO: Data Protection Officer).

### **Rights of data subjects**

meetyoo conferencing GmbH  
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You have the right to receive information on request about the personal data stored on your person free of charge. You also have the right to ask for incorrect data to be corrected, restrict the processing of excessively processed data, and have any unlawfully processed personal data or personal data which has been stored for too long deleted (unless there is a legal obligation to retain it and no other reasons according to Art. 17 (3) GDPR exclude it). You also have the right to have all the data you provided us with transferred in a common file format (right to data portability), insofar as you provided us with the data within the context of a declaration of consent or in order to fulfill a contract.

Insofar as you have a right to object to the processing of individual proceedings, we point out this in the description of the individual proceedings.

To exercise your rights, please send an email to our data protection officer (see above).

In addition, you also have the right to appeal to a data protection supervisory authority. A list of German and European data protection officers and their contact details can be found under the following link:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_link...](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_link...) (in German only).

## **Willingness to provide data**

The provision of your personal data on meetyoo websites is generally not required, either for legal or contractual reasons. You are not obliged to provide personal information on this website. Nevertheless, providing the functions of this website requires your personal data to be processed.

## Information on the use of cookies

We use cookies on our website. Cookies are small text files that are saved on your device by the respective browser you use when you access meetyoo websites. Individual services on a website can 'recognize' and 'remember' you in this way in terms of which settings you have made. Primarily, this helps to make websites more user-friendly and benefit the user (e.g. by storing login details). Secondly, cookies also help to collect statistical data relating to use of the website by using the data acquired for analysis and advertising purposes.

Some cookies are automatically deleted from your device as soon as you leave the website (what are referred to as 'session cookies'). Other cookies are stored for a period of time that does not exceed two years (persistent cookies). We also use what is referred to as third-party cookies which are managed by third parties in order to provide certain services.

We use the cookie content management tool from Papoo Software & Media GmbH, Auguststr. 4, 53229 Bonn (CCM19) for our websites. The purpose of the cookie consent management tool is to obtain and qualify your consent for the use of cookies and tracking codes via cookie banners on our websites. Information about your consent to the use of cookies and tracking codes, as well as your IP address and device identifier, is stored on MEETYOO's servers in Germany to document your consent. The personal data will be stored for a maximum period of 3 years. The storage is based on Art. 6 para. 1 lit.c in conjunction with Art. 5 para. 2 GDPR (accountability).

You can configure your cookie settings [here](#)

You can also control the use of cookies: most browsers have an option for allowing the user to restrict or prevent cookies being saved.. We should point out here, however, that not using cookies can limit your ability to use our website, and, in particular, limit the user experience.

We set cookies only if you have given us permission to do so or as explained within this privacy notice.

In the context of the data processing procedures listed below, we explain the legal basis upon which we base the processing for each processing activity taking place on this website, whether (and if so, which) third parties receive data over cookies and for how long we save the personal data collected with the help of cookies.

## **Summary of Procedures**

Personal data is processed during the following procedures:

1. Visiting meetyoo websites
2. Establishing contact / Business communication
3. Free downloads (white papers)
4. Newsletters
5. Trial access (telephone conference and web conference)
6. Customer surveys
7. Online orders
8. Use of meetyoo services
9. Job application procedures
10. Website use/analysis

11. Advertising

12. Social media

## **1. Visiting meetyoo websites**

Each time meetyoo websites are called up, we automatically collect a set of technical data that is specific to the individual person making the visit.

This comprises:

- The IP address of the user
- The name of the web page or file retrieved
- The date and time access was made
- The volume of data transferred
- Notification of successful retrieval
- The browser type and version
- The user's operating system
- The user's end device, including MAC address
- The referring URL (previous website visited)

This data is not merged with any other personally identifiable data that you actively provide when visiting meetyoo websites. We collect server log files for the purpose of administering the website and detecting and preventing unauthorized access.

## **Notes on IP Addresses**

IP addresses are assigned to each device (e.g. smartphone, tablet, PC) connected to the Internet. The IP address depends on the Internet access point your device currently uses to connect to the Internet. It may be the IP

address that your Internet service provider has assigned to you, e.g. if you are connected to the Internet at home using your wi-fi connection. It may also be an IP address that your mobile service provider has assigned to you or the IP address from a public or private wi-fi point or other Internet access provider. In its current form (IPv4), the IP address consists of four digits. In most cases, you will not be assigned a permanent IP address as a private user, but a temporary one assigned to you by your provider (what is referred to as a 'dynamic IP address'). In the case of a permanently assigned IP address (what is referred to as a 'static IP address'), the clear assignment of user data is simpler in principle. Except for purposes of tracking unauthorized access to our Internet offering, we generally do not use this data specific to an individual person, but analyze it on an anonymous basis only, such as in terms of which of our websites are most popular, how often are they accessed every day and similar statistics.

Our website already supports the new IPv6 address standard. If you already have an IPv6 address, you also need to be aware of the following: an IPv6 address consists of eight blocks of four. As with full IPv4 addresses, the first four blocks are typically assigned to private users dynamically. The last four blocks of the IPv6 address (what are referred to as "interface identifiers") are determined by the device you are using to browse the website. Insofar as this is not set differently in your operating system, what is referred to as the MAC address is used for this. The MAC address is a kind of serial number that is unique to each IP-capable device worldwide. For this reason, we do not store the last four blocks of your IPv6 address. In general, we recommend enabling the "privacy extensions" on your device in order to better anonymize the last four blocks of your IPv6 address. Most standard operating systems have a privacy extensions function, which in some cases is not factory-set.

## **Legal Basis**

The personal data in log files is processed on the basis of Art. 6 (1) (f) GDPR. This legal permission allows personal data to be processed in the context of the 'legitimate interest' of the data controller unless your fundamental rights, freedoms, or interests prevail. Our legitimate interest lies in simplifying administration and enabling us to detect and track hacking. You can object to your personal data being processed at any time if your particular situation gives rise to reasons that call the processing of your personal data into question. All you need to do is send an email to [privacy \[at\] meetyoo.com](mailto:privacy@meetyoo.com).

## **Duration of Data Storage**

The server log files containing the forgoing data are deleted automatically after 30 days. If facts exist that suggest that unauthorized access can be assumed (such as attempts at hacking or what are referred to as 'DDOS attacks'), we reserve the right to store the server log files for longer.

## **2. Establishing Contact / Business communication**

When contact is made with us (such as over the contact form or by email), the information you provide is saved for purposes of processing the enquiry and in the eventuality that there are follow-up questions.

We also offer online chats as a communication option on our websites ("chat services"). For online chats, we ask you to provide us with your contact details, including your e-mail address, so that we can process enquiries promptly and respond to you by e-mail, especially if you are no longer online. We use the contact form and the chat services of the service provider **HubSpot**, 25 First Street, 2nd Floor, Cambridge, MA 02141, whose privacy policy you can view [here](#). Chat content, contact details entered and email addresses are stored on Hubspot servers in the USA. Hubspot uses this information exclusively on our behalf and for our purposes on the basis of an



[order processing agreement](#) including EU standard contractual clauses.

If you correspond with us via the medium "e-mail", we collect, store and process your name, e-mail address and all contents of the correspondence. This data is processed for the purpose of initiating or implementing a contractual relationship with you or the responsible entity you represent.

## Legal Basis

The legal basis for the processing is usually Art. 6 (1) lit. b GDPR if the communication is for the purpose of initiating or implementing a contractual relationship with you yourself.

If you represent a company in communication with us, the processing is based on Art. 6 para. 1 lit. f GDPR, whereby our legitimate interest lies in the establishment and support of business relationships. You can object to this data processing at any time if there are reasons that exist in your particular situation and that speak against the data processing. For this purpose, it is sufficient to send an e-mail to [privacy \[at\] meetyoo.com](mailto:privacy[at]meetyoo.com).

In individual cases, the processing may also be based on Art. 6 para. 1 lit. a GDPR, if you have given us your consent for the contact or correspondence. If necessary for the fulfillment of the contract or required by law, we disclose or transfer personal data of our customers to third parties only if this serves the provision of our services pursuant to Art. 6 para. 1 lit. b. GDPR, is required by law according to Art. 6 para. 1 lit c. GDPR, serves our interests or those of the customers in an efficient and cost-effective provision of services as a legitimate interest pursuant to Art. 6 Para. 1 lit f. GDPR, or in the context of consent pursuant to Art. 6 para. 1 lit. a., Art. 7 GDPR. Possible third parties to whom your personal data may be transferred are:

- external specialists involved in the provision of services, and
- third parties necessarily or typically involved in the performance of the contract, e.g. Billing offices or comparable service providers.

## Duration of Data Storage

The personal data stored in the course of establishing contact will be deleted if the concerns associated with the contact made have been clarified in full and it is also unlikely that the specific instance of contact made will become relevant again in the future.

### **3. Free Downloads (White Papers)**

We provide interested parties and prospective customers with various free downloads (white papers). In doing so, we use the data collected for information purposes in the area of meeting communication and our products used and may contact you by phone/mail/e-mail.

### **Legal Basis**

The information provided in the context of free downloads is processed on the basis of Art. 6 (1) (a) GDPR. According to Art. (1) (a) GDPR, data processing is permitted if you have granted consent to data processing for one or more specific purposes as detailed below:

"By clicking on the "Order free study" button, I consent to receive information by email in future about offers and services of meetyoo conferencing GmbH. You can withdraw your consent at any time by contacting unsubscribe [at] meetyoo.com or clicking on the link at the end of every email."

### **Duration of Data Storage**

The personal data we store when you download free information is deleted if you withdraw your consent.

### **4. Newsletters**

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10117 Berlin, Germany

You have the opportunity to subscribe to our newsletter on our website. For sending the newsletter, we need your email address. If you like to additionally provide your name, we will use the name to address the newsletter personally to you. We use this newsletter to regularly inform you about our offerings and services, and, specifically, topics that cover virtual events, webcasts, web conferencing and meeting solutions. We use the double opt-in procedure for subscriptions to our newsletter. This means that after you subscribe, you receive a confirmation email containing a confirmation link that you need to click on. We store the IP address and the date and time of the subscription confirmation in order to prove that the subscription was duly taken out. We do not collect any further data.

The newsletter is sent by Hubspot Inc., 25 First Street, 2nd Floor, Cambridge, MA 02141, whose privacy policy you can view [here](#). The email addresses of our newsletter recipients, as well as their other data described in this notice, are stored on Hubspot servers in the USA. Hubspot uses this information to send and evaluate the newsletters on our behalf. Hubspot processes their email address and other personal data transmitted by us exclusively on our behalf and for our purposes on the basis of an [order processing agreement](#) including EU standard contractual clauses.

## **Legal Basis**

Data processing in the aforementioned regard takes place in accordance with your consent, which you provided when you subscribed to the newsletter.

According to Art. (1) (a) GDPR, data processing is permitted if you have granted consent to data processing for one or more specific purposes as detailed below. In the context of subscribing to the newsletter, you submitted the following declaration of consent:

"By entering my email address and clicking on the "Subscribe" button, I consent to receiving by email in future information about news, offers and actions of meetyoo conferencing GmbH. You can withdraw your consent at

any time by contacting unsubscribe [at] meetyoo.com or clicking on the link at the end of every email."

### **Duration of Data Storage**

The personal data stored when you subscribe to our newsletter is deleted if you withdraw your consent.

## **5. Trial Account (Conference Call and Web Conference)**

Registering for a trial account is designed to give you a quick and easy insight into our product and service offerings. The purpose of entering your email address is to send you the access details for your trial account. During the duration of the trial account period and beyond, if necessary, you will receive tips and recommendations for using and deploying our tool and other product options that may be of interest to you.

Your trial account is in no way bound by this product-related information. You can unsubscribe from receiving further messages at any time by clicking on the link at the end of every email. Any use or disclosure of your email address does not take place at any time. You always have full control over and the ability to decide whether and how we can communicate with you.

### **Legal Basis**

Data processing in the aforementioned regard takes place in accordance with your consent, which you provided when you requested the trial account. According to Art. (1) (a) GDPR, data processing is permitted if you have granted consent to data processing for one or more specific purposes as detailed below. In the context of requesting the trial account, you submitted the following declaration of consent:

"By clicking on the "Free Trial" button, I consent to receiving information by

email in future about offers and services of meetyoo conferencing GmbH. You can withdraw your consent at any time by contacting unsubscribe [at] meetyoo.com or clicking on the link at the end of every email."

## **Duration of Data Storage**

The email address you registered with is stored for a maximum of 12 months in order to prevent misuse and the submission of repeated orders for free conference access. The personal data stored when you register for your trial account will therefore be blocked for further communication initially if you withdraw your consent. Trial conference rooms are automatically deactivated and deleted after a maximum of 12 months if they are not used.

## **6. Customer Surveys**

We conduct customer surveys to determine customer satisfaction. For sending the customer survey, we need your email address. If you like to additionally provide your name, we will use the name to address the customer survey personally to you. In these online surveys, customers registered for a meetyoo service receive an email containing a link to participate in the online survey. We use the opt-out procedure here. This means that the person who receives this email can object to participating in the online survey in future without incurring any costs. All you need to do is send an email to unsubscribe [at] meetyoo.com. In this case, we store the IP address and the date and time of the cancellation confirmation to prove that cancellation was duly performed. If a prize draw takes place amongst the survey participants, the winner's address data and email address are also used for duly delivering the prize.

The invitation e-mail for the online survey is sent by the service provider [Typeform SL](#), Carrer Bac de Roda, 163, local, 08018 - Barcelona (Spain),

whose privacy policy you can view under [Privacy Policy Typeform](#). Typeform SL processes your e-mail address and other personal data provided by us exclusively on our behalf and for our purposes on the basis of a contract processing agreement.

We use SurveyMonkey, a service of SurveyMonkey Inc., to conduct online surveys.

SurveyMonkey Inc. is a US-based research company with a presence in Ireland. When answering the online questionnaire, what are referred to as cookies are set, which are stored on your computer and facilitate the authentication and functional use of the survey tool. SurveyMonkey evaluates the information collected (e.g. IP address, answers to the questions, scores) on our behalf to generate the results of the customer survey. We have concluded an data processing agreement with SurveyMonkey Inc. including EU standard contract clauses in accordance with Art. 28 GDPR.

More information on the [SurveyMonkey Privacy Policy](#).

You can find more information about the cookies used by SurveyMonkey [here](#).

You can prevent cookies from being stored at any time by making the relevant settings in your browser.

## **Legal Basis**

Personal data is processed in the aforementioned customer survey on the basis of Art. 6 (1) (f) GDPR. This legal permission allows personal data to be processed in the context of the 'legitimate interest' of the data controller, unless your fundamental rights, freedoms or interests prevail. Our legitimate interest lies in analyzing customer satisfaction and takes place within the scope of the exception postulated in § 7 sec. 3 UWG.. You can opt out of participating in customer surveys in the future by using the opt-out

procedure contained in the invitation email.

### **Duration of Data Storage**

We will remove the personal reference to you no later than 2 weeks after completing the survey, so that only statistical data for the analysis remains stored. The data from those participants who received a prize in a survey is stored following completion of the survey until due delivery of the prize and beyond, until the limitation period for any reciprocal claims from delivering the prize have expired.

### **7. Online Orders**

We collect personal data for the order process when processing online orders (e.g. BusinessMeeting, meetgreen, meetgreenPlus, easyAudio, SmartBasic, SmartPower, SmartPro, telefonkonferenz-service.de) and for opening a customer account, which includes: name, contact details (e.g. email address, postal address) and, if relevant, payment data. Disclosure of your data to several companies may take place generally under strict compliance with the legal requirements, insofar as this is necessary for processing our contractual relationship. If payment services (e.g. Visa, Mastercard etc.) are used for the payment process, your data is forwarded to the payment services provider used. The same applies to credit institutions charged with making the payment.

### **Legal Basis**

Data processing takes place here on the basis of Art. 6 (1) (b) GDPR. In accordance with Art. 6. (1) (b) GDPR, data processing is then allowed when required for fulfilling a contract. In order to fulfill your order, we need to process personal data relating to you and, if necessary, disclose this data to payment service providers.

## **Duration of Data Storage**

Personal data stored in the context of online orders is stored for the entire duration of the customer relationship. Owing to retention periods laid down by the German Tax Code (AO) and Commercial Code (HGB), we store the order data on a contractual basis for up to 10 years after the end of the customer relationship. When the contract is terminated, your data is blocked as a matter of course and is not used for any other purpose until the statutory retention periods expire.

## **8. Use of meetyoo Services**

The use of specific meetyoo services (e.g. Webcast, Virtual Fair, Media Library, Web Conference, Telephone Conference, AudioEvent, EventManager, customer portal, and Outlook add-in) requires registration. The data stored during registration is visible on the input screen in the respective registration form. In standard cases, this is your first name, last name, company, email address, and password/PIN. Required fields are marked as such. Your IP address and the date and time of your registration are also saved when you register on our website. This takes place as a safeguard for us for those cases where third parties abuse your data and use it to register on our websites without your knowledge. We provide the aforementioned services on a technical basis for the respective contracting party. We are responsible for data protection for the registration itself.

Please refer to the separate [privacy policy](#) for "virtual Events" from meetyoo for the meetyoo services "virtual Events" (Webcast, Media Centre, virtual Trade Fairs, Event Manager).

The following provides you with more information about meetyoo services:



#### **a) Telephone Conference/AudioEvent**

You receive access data from the organizer so that you can participate in the telephone conference or audio event. You dial in with a dial-in number and a PIN, if applicable. When you participate in a telephone conference, the call details are recorded, including the date and time of the call, the number, the dial-in number, and the duration of the call. Call data is subject to telecommunications secrecy and the strict provisions of the German Telecommunications Act (TKG). We use the call details for billing purposes only and to provide the conference room owner/organizer with statistics about their telephone conference in an abridged (anonymized) form. When registering for an audio event, we may also ask you to provide us with registration details by phone or online registration, which we record. As standard, this is your name, company and email address. We collect registration details on behalf of the organizer responsible exclusively. The aforementioned registration details are transferred to the organizer within the framework of fulfilling the contract. We do not process this data ourselves for our own purposes.

#### **b) WebConference**

Participants need to register for the web conference in advance, or they receive an invitation from the organizer directly. The invitation, which is usually sent by email, contains a link for accessing the web conference and an access PIN.

Within the context of providing the web conference, we collect, process, store and use personal information during participation as follows: Your name and PIN are processed within the context of participating in the web conference. To facilitate the technical provision of the services, we process your IP address, technical information about the end device and browser used, including the version and any plugins installed, technical information for data transmissions, such as access status/HTTP status code,

data volume and any technical error codes, as well the date and time when the web conference is used.

When participating in the web conference, you may be given the opportunity to ask the presenter, organiser or other participants questions and make your own contributions in chat sessions or audio transmissions. The time, duration and circumstances of your participation in the respective web conference are recorded. This data is used to allow the initiator of the conference to be billed, allow him to control and manage the event and, if required, safeguard the evaluation of the event afterward. Information about how your data is used is available from the initiator of the web conference.

### **c) Customer Portal**

Personal registration is required to use the meetyoo customer portal. To register, the user uses his email address for his username and selects a personal password. To activate his conference rooms in the customer portal, the user authorizes himself using a moderator PIN. The customer portal allows our customers to manage their conference rooms, invoices, and conference records/statistics, and control telephone and web conferencing events. While using the customer portal, the server log files are stored along with behavioral data concerning the use of the various portal functions, so that the customer can track the change history (e.g. address changes) during later customer inquiries.

### **d) Outlook Add-In**

To make organising your telephone and web conferences easy, we offer you an Outlook add-in which you can download from the Microsoft Office Library. The Outlook add-in allows you to quickly and easily organise your telephone or web conference from Outlook directly and invite your participants. Predefined conference information, such as invitation text, dial-in numbers and conference PIN are sent together with your meeting request and stored

as an appointment in the calendar. Condition for using the app is a meetyoo conference room (<https://meetyoo.com/products/business-meeting/>) in the tariffs BusinessAudio or BusinessMeeting and access to the meetyoo customer portal (<https://portal.meetyoo.de/>).

## **Legal Basis**

Processing personal data in the context of using meetyoo services takes place on the basis of Art. 6 (1) (b) GDPR.

In accordance with Art. 6. (1) (b) GDPR, data processing is then allowed when required for fulfilling a contract. We need to process the personal information detailed in this section in order to be able to make meetyoo services available to you in accordance with the contract.

## **Duration of Data Storage**

Connection data from telephone conferences is deleted no later than 6 months after invoicing in accordance with the German Telecommunications Telemedia Privacy Law (TTDSG). We keep records in our system for the contracting party for up to 55 days. After this period, this data is also deleted. Credentials for audio events are deleted 6 months after billing. Registration data is stored for as long as it is necessary for using the service and is deleted on request. The personal data associated with your registration/participation in a webcast, virtual fair or media library, provided by giving feedback or answering questions and responding to and participating in online tests, is deleted no later than 12 months after the on-demand version expires. The standard period of archiving for a webcast is 3-12 months (depending on the job commissioned by the organiser). Registration data for media library users (collection of webcasts) who have not logged in to the media library for a maximum period of 3 years is deleted automatically when this period expires

Owing to retention periods laid down by the German Tax Code (AO) and Commercial Code (HGB), tax-relevant personal data which is processed in the context of using meetyoo services is stored for up to 10 years after the end of a specific conference (e.g. orders, offer forms etc.).

## 9. Job Application Procedures

We perform employment application management procedures for recruiting and filling open positions at our company. These positions are published on our meetyoo website ("Careers") and other online job boards. We use "Personio", a service of Personio GmbH. [Personio GmbH](#) is a provider of online application management software based in Germany, Rundfunkplatz 4, 80335 Munich.

When responding to the online application form of Personio, so-called "cookies" are used, which are stored on your computer and enable authentication and functional use of the application tool. Pursuant to Art. 28 GDPR, we have concluded an agreement on commissioned processing with Personio.

More information about Personio's [privacy policy](#).

If you have any questions for Personio, you can contact Personio by e-mail at [info \[at\] personio.de](mailto:info@personio.de).

By submitting your application via the Personio tool, you agree that your data will be stored at Personio and processed and managed by us.

Alternatively, candidates also have the option of sending their applications by email directly to our HR department, or by sending the URL of their personal online career profile (e.g. LinkedIn or XING profile URL, personal homepage link or link to the application documents in your personal Google Drive/DropBox folder) over the meetyoo website.

The only mandatory personal data we collect is the personal data required for completing the application process. If we collect data that is not absolutely necessary, it is only collected voluntarily. Mandatory information

is always marked as such. We treat your personal data confidentially at all times and process it exclusively for the purpose of processing your application to our company. Processing as a part of the application procedure includes pre-selection of the applications we receive, invitations to and performance of interviews and follow-up interviews, including sending out acceptance or rejection letters to candidates. The transmission or disclosure to third parties of your data does not take place, unless this is necessary for fulfilling the contractual relationship, if we are obliged to do so by law or if you have consented to it being disclosed accordingly.

The following data is collected and processed for the purpose of automatically processing your application:

- Email address, password, first name, last name, domicile, telephone number, date of birth, gender
- Additional questions depending on the respective call for applications (e.g. driving license)
- Assessment modules depending on the respective call for applications
- Work experience and education
- Skills (e.g. Photoshop, MS-Office)
- Photo of the candidate
- Qualifications, awards and language skills
- Letter of motivation

The electronic communication that takes place between you and us is also stored.

Your data is used exclusively for processing your application. Only those persons involved in processing your application receive access to your data. All employees responsible for processing data are obliged to safeguard the confidentiality of your data.

## **Legal Basis**

Personal data is processed during the aforementioned application procedure on the basis of Art. 6 (1) (f) GDPR. This legal permission allows personal data to be processed in the context of the 'legitimate interest' of the data controller unless your fundamental rights, freedoms or interests prevail. Our legitimate interest lies in processing your application, filling vacant posts and being able to refute possible allegations of discrimination. If an employment relationship is established, we take your application documents into account in your personal development at the company (e.g. with regard to skills and qualifications).

The storage and processing of your candidate profile in our talent pool takes place in accordance with Art. (6) (1) (a) GDPR. According to Art. (1) (a) GDPR, data processing is permitted if you have granted consent to data processing for one or more specific purposes as detailed below: "Do you consent to us adding your candidate data to our talent pool for a period of two years so that we can consider you for future vacancies? If your answer is "Yes", you agree to us storing your application for consideration for future vacancies."

You can withdraw your consent at any time by contacting privacy [at] meetyoo.com.

## **Duration of Data Storage**

Applicant data is stored on the Perionio platform, or in the email account, for up to 6 months after rejection and is held by us. After 6 months, all data collected is deleted. An exception to this is formed when you consent to your candidate data being included in our talent pool.

If the candidate agrees to have their candidate data included in the talent pool, all their data is saved in order to be able to contact them about vacancies of a different nature that occur at a later date. The application documents in our talent pool are either deleted at the request of the

candidate/if the candidate withdraws or after a maximum period of 2 years. If a candidate is recruited, the application documents are kept for the duration of the employment relationship.

## **10. Website Use/Analysis**

We use Google Analytics. Google Analytics is a web analytics service from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European region.

Google Analytics uses several "cookies" (see above) to identify your browser. The information on how you use meetyoo websites generated by the cookies is usually transferred to a Google server in the USA and stored there. However, we have enabled the IP anonymisation function on this website so that your IP address is truncated by Google, if it is located within the member states of the European Union or other parties to the agreement on the European Economic Area. Google uses this information on behalf of the operator of our website to evaluate how you use meetyoo websites in order to compile reports on website activity to provide the website operator with website and internet-related services. As a part of the Google Analytics service, the IP address transferred by your browser is not merged with other data from Google.

We use Google Tag Manager. Google Tag Manager is a tool from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European region. Google Tag Manager is a solution that marketers use to be able to manage web page tags from a single interface. The Tag Manager tool itself (which implements the tags) is a cookie-free domain. The tool serves for triggering other tags that, in themselves, may collect data in certain circumstances. Google Tag Manager does not access this data. Google Tag Manager itself does not process personal data. If disabled at domain or cookie level, it remains in effect for all tracking tags

implemented with Google Tag Manager. Turning off tracking in your browser prevents Google Tag Manager from functioning in full.

We use Google reCAPTCHA. Google reCAPTCHA is a service from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. This feature allows us to provide more data security when submitting forms. By using Google reCAPTCHA, a distinction is made between whether the entries on a form are made by a natural person, or whether misuse took place by automated entries being made. A minimum of your IP address is transmitted to Google in this context. The IP address transferred as a part of Google reCAPTCHA is not merged with other data from Google.

In accordance with Art. 28 GDPR, we have concluded an [agreement on order processing](#) including the [EU standard contract clauses](#) with Google Ireland Limited on advertising products.

We use Hotjar to better understand the needs of our users and optimise the service on this website. Hotjar technology helps us to get a better understanding of the experiences our users make (e.g. the amount of time users spend on which pages, which links they click on, what they like and what they do not like etc.), which helps us to align our service to the feedback provided by our users. Hotjar uses cookies and other technologies to collect information about the behaviour of our users and their devices (in particular, the IP address of the device (recorded and stored in anonymous form only), screen size, unique device identifiers, information about the browser used, location (country only) and preferred language for displaying our website). Hotjar stores this information in a pseudonymous user profile. Neither Hotjar nor we use this information to identify individual users, nor it is aggregated with other data about individual users.

For more information, please refer to the Hotjar Privacy Policy [here](#).

In accordance with Art. 28 GDPR, we have concluded an agreement with Hotjar for order processing. You can object to Hotjar storing a user profile and information about your visit to our website, including Hotjar tracking



cookies being set on other websites, by clicking on this [opt-out link](#).

We use HubSpot, a service from HubSpot Inc., for analysis purposes. HubSpot is a US-based software house with a presence in Ireland. HubSpot uses what are referred to as "Cookies", which are stored on your computer, and allow your use of the website to be analysed. HubSpot analyses the information collected (e.g. IP address, geographic location, browser type, duration of visit and pages accessed) on our behalf to generate reports about your visit.

For more information, please refer to the [HubSpot Privacy Policy](#).

You can find more information about the cookies used by HubSpot Go [here](#) and [here](#).

If you do not want HubSpot to collect data, you can prevent cookies being stored on your computer at any time by making the appropriate settings in your browser.

We use the Net Zero website label from Tree-Nation. This is a service of Tree-Nation ASBL, a non-profit organisation based in Belgium, Avenue des Saisons 90, 1050 Brussels. Tree-Nation ASBL is dedicated to supporting reforestation projects worldwide. For this purpose, Tree-Nation operates the website <https://tree-nation.com>.

Tree-Nation's "Net Zero Website" smart label used by meetyoo records the number of page views on meetyoo websites. The information collected on the number of page views is statistically anonymised by Tree-Nation in order to calculate the associated CO2 emissions. Tree-Nation arranges for trees to be planted to compensate for these emissions.

To ensure transparency, the Net Zero website label on the meetyoo website is linked to an information website of Tree-Nation, which displays statistics on CO2 offsetting, the number of trees planted and information about meetyoo.

For more information, see the Tree-Nation ASBL Terms of Use and Privacy Policy, respectively, at <https://tree-nation.com/legal/terms-of-use> and at <https://tree-nation.com/legal/privacy-policy>.

## **Legal Basis**

We base the processing of personal data by the above-mentioned services on Art. 6, Paragraph 1, Letter a of the GDPR. This provision permits the processing of personal data within the scope of the consent of the person concerned. Consent is obtained via the Cookie Banner Tool, which is integrated on the websites. Here you can access your cookie settings directly. You can also revoke this consent for the future via the [cookie tool](#). The IP address transferred as a part of Google services is not merged with other data from Google. You can prevent the data generated by cookies and the data relating to your use of the website (incl. your IP address) being transferred and processed by making the appropriate settings in your browser and for Google Analytics, by downloading and installing the browser plug-in available from the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>.

## **Duration of Data Storage**

The data is not stored here by MEETYOO in a personalized manner. Immediately after the data is collected, it is converted into statistics and made completely anonymous.

## **11. Advertising**

We use Google Ads Conversion Tracking. Google AdWords Conversion Tracking is an analytics service from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Ireland

Limited, Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European region.

Google Ads sets a cookie on your computer ('conversion cookie') if you arrive at our website over a Google ad. These cookies lose their validity after 30 days and are not used for personal identification. If you visit certain pages on our websites and the cookie has not yet expired, both we and Google can recognize that someone clicked on the ad and was therefore redirected to our website. Each Ads customer receives a different cookie. This means that said cookies cannot be tracked through the Ads' customers' websites. The information gathered using the conversion cookie is used to generate conversion statistics for Ads advertisers who have opted for conversion tracking. Ads customers are informed of the total number of users who have clicked on their ad and were redirected to a conversion tracking tag page. They do not receive any information that personally identifies users, however.

We use Google Marketing Platform products (e.g. Campaign Manager 360, Display and Video 360, Search Ads 360) These are web services from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European region.

In this process, the advertising is optimised with the help of a cookie, e.g. by displaying advertising relevant to the user, etc. This is carried out by sending corresponding cookies to your browser, which can be used to check which ads were shown and which ads you viewed. Information that results from the use of the cookie is usually transmitted to a Google server in the USA and stored there. The data is only transferred to third parties if Google is required to do so by law, or if there is a data processing agreement between the third party and Google. The data assets that Google collects about you are not merged with other data.

In accordance with Art. 28 GDPR, we have concluded an [agreement on order processing](#) including the [EU standard contract clauses](#) with Google Ireland

Limited on advertising products.

We use the technologies of Microsoft Advertising (<https://ads.microsoft.com/>), which are provided and operated by Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA (Microsoft). Microsoft will set a cookie on your terminal device if you have reached our website via a Microsoft Bing Ad. We, along with Microsoft, can then determine that someone has clicked on our ad, has been directed to our website, and has reached a predetermined target page (conversion site). We only learn about the total number of users that clicked on the Bing Ad and were then directed to the conversion site. Microsoft collects, processes and uses information about the cookie from which user profiles are created using pseudonyms. These user profiles serve to analyze visitor behavior and are used to display advertisements. No personal information about the identity of the user is processed. If you do not wish that information regarding your behavior is used by Microsoft as explained above, you can refuse the cookie needed for this, for example by deactivating the automatic setting of cookies in your browser settings. You can also prevent the collection of data generated by the cookie and by your use of the website, as well as the processing of this data by Microsoft, by stating your opposition under [the following link](#). More information on data protection and cookies used by Microsoft Advertising can be found on the Microsoft website.

We use Microsoft Clarity. "Microsoft Clarity" is a Microsoft procedure that enables user analysis on the basis of a pseudonymous user ID and thus on the basis of pseudonymous data, such as the evaluation of data on mouse movements. In particular, we process usage data (e.g. websites visited, interest in content, access times), meta/communication data (e.g. device information, IP addresses), location data, movement data (mouse movements, scroll movements) in pseudonymised form. We have made the corresponding settings in such a way that the data collection to and by Microsoft alone is pseudonymised, in particular in the form of IP masking (pseudonymisation of the IP address). The purpose of the processing is tracking, e.g. the use of cookies, remarketing and conversion

measurements.

To optimize our advertising service, we use the **Facebook service Customer Audience** and the **Facebook Pixel** on our website, provided that you have granted Facebook corresponding consent to do so. Further information about these Facebook services and the privacy policy of Meta Platforms Ireland Limited, 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland ("Facebook") can be accessed [here](#). If you use a Facebook user account, the Facebook cookies used to transfer the user data collected to Facebook for analysis and marketing purposes can recognize the Facebook pixel on our website. You can review and/or disable the collection of this data and its further processing and use by Facebook directly on Facebook. The Facebook pixel is a JavaScript code that transfers the following data to Facebook:

- HTTP header information (including IP address, information about your web browser, page storage location, document, URL of the website visited and the web browser user agent as well as the day and time of use)

- Pixel-specific data; this includes the Pixel ID and Facebook cookie data, including your Facebook ID (this data is used to link events to a specific Facebook advertising account and assign them to a Facebook user)

- Additional information about the visit to our website, as well as standard and user-defined data events.

  - Orders placed (purchases made)

  - Conclusion of registrations and trial subscriptions

  - Products searched for; access to product information

The data processing mentioned above only affects users who have a Facebook account or have accessed a Facebook partner page (meaning that a cookie has been set). The display of advertising on Facebook (partner)

pages using the "Customer Audience" service does not impact upon users who are not Facebook members. If the Facebook ID contained in the Facebook cookie can be assigned to a Facebook user, Facebook will assign this user to a target group ("Custom Audience") based on the rules we have defined, provided that the rules apply. We use the information received in this way for presenting Facebook (partner) pages. You can set an opt-out cookie on Facebook or disable JavaScript in your browser If you want to object to the use of Facebook Pixel. For more information and the setting options for protecting your privacy for advertising purposes, please refer to the [privacy policy](#) from Facebook.

We use Capterra. Capterra is an online marketplace provider and acts as an intermediary between buyers and sellers of software. The provider is Capterra Inc., 1201 Wilson Blvd, 9th Floor, Arlington, VA 22209, USA. Capterra sets cookies in your browser, which facilitate the analysis of how you use our website. The information generated by the cookie on how you use our website is usually transferred to a Capterra server in the USA and stored there. You can object to the collection, processing and recording of data generated by Capterra at any time.

More information on the [privacy policy of Capterra](#).

## Legal Basis

We base the processing of personal data by the above-mentioned services on Art. 6, Paragraph 1, Letter a of the GDPR. This provision permits the processing of personal data within the scope of the consent of the person concerned. Consent is obtained via the Cookie Banner Tool, which is integrated on the event websites. Here you can access your cookie settings directly. You can also revoke this consent for the future via the [cookie tool](#). You can also prevent cookies being stored by selecting the appropriate settings in your browser. We would like to point out that by doing so, you may limit your ability to use all of the features of this website to the full. Doing so stops you being included in the conversion tracking statistics. You

can change personalized ads by making the appropriate ad settings suggested on the following website

<https://support.google.com/ads/answer/7395996?hl=en..>

## **Duration of Data Storage**

The personal reference is removed immediately by partially deleting the IP address, so that only statistical data is stored.

## **12. Social Media**

We use components of the XING.com network on our website. These components are a service from XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany. Every time you call up one of our web pages that are equipped with said components, they cause your browser to download a corresponding image of the components from XING. To the best of our knowledge, XING does not store any personal data on the user regarding calling up our website. Likewise, XING does not store IP addresses. Neither does an analysis of usage behavior take place concerning the use of cookies in connection with the XING Share button. For more information on this, please refer to the [Privacy Policy for the XING Share button](#).

We use components of the LinkedIn network on our website. LinkedIn is a service from LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. Every time you call up one of our web pages that is equipped with said components, they cause your browser to download a corresponding image of the components from LINKEDIN. This process informs LinkedIn about which specific page on our website is currently being visited. You can link the contents of our pages to your LinkedIn profile by clicking on the LinkedIn "Recommend" button while you are logged into your LinkedIn account. This allows LinkedIn to associate your visit to our website with your LinkedIn user account. We have no control over the information, or the extent of the information, collected by LinkedIn. We also have no

knowledge of the content of the data submitted to LinkedIn. Details about data collection by LinkedIn and your rights and settings options can be sourced from the [LinkedIn Privacy Policy](#).

We embed YouTube content into our website. Your browser may establish a connection to the servers from YouTube for this purpose and transfer personal data to these servers. You can find information below on the embedded content from YouTube and the data processing that occurs in relation:

Provider: YouTube LLC, 901 Cherry Avenue, San Bruno, CA 94066, USA (represented by Google Inc., Amphitheatre Parkway, Mountain View, CA 94043, USA) Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European region.

As soon as you visit our website that contains a Youtube video, Youtube sets at least one cookie that stores your IP address and our URL.

Data categories processed: IP address, URL of the page visited, HTTP header information (e.g. browser used, operating system used, screen resolution and language set); if applicable, link to an existing Google/Youtube user profile

Purposes of the data processing: displaying YouTube videos

Option for stopping data processing: disabling JavaScript in your browser settings

More information on the [privacy policy of the provider](#)

## Legal Basis

We base the processing of personal data by the above-mentioned services on Art. 6, Paragraph 1, Letter a of the GDPR. This provision permits the processing of personal data within the scope of the consent of the person concerned. Consent is obtained via the Cookie Banner Tool, which is integrated on the event websites. Here you can access your cookie settings directly. You can also revoke this consent for the future via the cookie tool. You can also prevent the storage of cookies by selecting the appropriate



technical settings in your browser software. However, we would like to point out that in this case you may not be able to use all the functions of this website to their full extent.

### **Duration of Data Storage**

We do not store any data in connection with the use of the aforementioned social media components.