

meetyoo Data protection declaration

As at 16.05.2018

meetyoo conferencing GmbH (hereinafter referred to as "meetyoo") attaches the greatest importance to data protection and data security. meetyoo processes personal data that is collected when the meetyoo web pages are visited (meetyoo.de, meetgreen.de, easy-audio.de, smart conference.de, webcast.meetyoo.de, telekonferenz.de) or when the meetyoo services are used (webcast, webinar, virtual trade fairs, conference calling, BusinessMeeting, AudioEvent, WebEvent, Outlook Add-in and the customer portal) in accordance with the statutory provisions, in particular the Federal Data Protection Act (BDSG), the Data Protection Regulation (DS-GVO) and the Telemedia Act (TMG). In the following, you will learn about which information we store and how we deal with it.

This information is always available on our websites.

1. Contact:

The contact and so-called responsible body for the collection, processing and use of your personal data within the sense of the Federal Data Protection Act and the service provider within the sense of the Telemedia Act is

meetyoo conferencing GmbH
Friedrichstraße 200
10117 Berlin
E-mail: datenschutz@meetyoo.de
Tel: +49 (0) 30 868 710 400

2. Secure data transmission

All the data you enter on our web pages, including within the meetyoo services, is protected by TLS encryption.

3. Collection, processing and use of personal data

meetyoo is obliged to only collect such personal data as is required for the purpose of the processing of the respective procedures. If data is collected that is not absolutely necessary, this is collected as a voluntary information. Mandatory fields are always marked as such. We will always treat your personal data confidentially and exclusively for the purposes specified. No transfer or disclosure of data to third parties takes place, unless this is necessary for the completion of the contractual relationship, or if meetyoo is required to do so by law or if you have given consent to such a disclosure.

We collect personal data in the following situations:

- a) **use of the website for informational purposes only**, that is, if you do not log in with a customer account or otherwise submit information to us
- b) through **various online forms** on our website that are necessary for responding to your queries (requests for contact)
- c) free **Downloads** (White Paper)
- d) when subscribing to our **newsletter**
- e) in the processing of **online orders**
- f) within the context of the **registration** for the meetyoo services and
- g) in the **use of the meetyoo services**

a) Informational use of the web site

Where the website is used for information only, that is, if you do not log in with a customer account or otherwise submit information, we do not collect any personal data, with the exception of the items of information that your browser sends to allow you to visit to the website. These are:

- IP address
- The date and time of the request as well as time zone
- Content of the request (specific page)
- Access status/HTTP status code.
- Each quantity of data transferred
- The website from which the request has come,
- Browser version, operating system and any installed plugins and fonts

The IP addresses of the users are deleted or made anonymous after the end of the use. In the case of an anonymisation, the IP addresses are modified in such a way that the individual details about personal or factual circumstances can no longer be assigned to a specific or identifiable natural person or such can only be undertaken with a disproportionately large amount of time, cost and labour. The data in the so-called log files is evaluated by us in anonymous form, in order to further improve the website, to make it more user-friendly and to find and fix errors more swiftly. It is also used to control the server capacity and, where required, in order to be able to provide appropriate data volumes.

b) Contact form

In addition to purely informative use of our website and registration, there are several ways to interact with us. This includes in particular the contact form. To use this, you have to submit contact information, which we store and use to process and respond to your request. We use the information only for the underlying purpose and in accordance with data protection principles.

c) Free Downloads (White Paper)

meetyoo provides various free downloads (White Paper) for interested parties. By entering your e-mail address and downloading the file, you agree to meetyoo conferencing GmbH using the collected data for information purposes in the areas of meeting communication and our products and to being contacted by post / telephone / e-mail. Of course, this consent can be revoked at any time via datenschutz@meetyoo.de. Your email address will not be disclosed to third parties.

d) Newsletter

On our website, we offer the opportunity to subscribe to our newsletter. With this newsletter, we offer information at regularly intervals about our offers, in particular on the topics of webcasts, web conferencing and meeting solutions. To enable the ordering our newsletter, we use the so-called double opt-in procedure, i.e. after ordering, you will receive a confirmation e-mail containing a confirmation link. We store the IP address and the date and time of the registration confirmation in order to be able to prove the order has been placed properly. Further data is not collected on our part. Your e-mail address will not be disclosed to third parties.

It is, of course, possible to unsubscribe from our newsletter at any time; you will find a link in every newsletter. Alternatively, you can also send an e-mail to abmeldungen@meetyoo.de (automatic unsubscribe).

e) Online Orders

When processing online orders, the ordering process requires us to collect personal data, as does the opening of a customer account; this data includes: name, contact information, payment information and e-mail address. In strict compliance with the legal requirements, in principle your data may be forwarded to several companies, insofar as this is required for the processing of our contractual relationship. Payment services (for example. Visa, Mastercard, etc.) are made use of for the payment process, whereby your data will be forwarded to the payment intermediary. The same applies in terms of the credit institutions commissioned with the payment.

f) Registration for meetyoo services

The use of specific meetyoo services (e.g. webcast, webinar, virtual trade fairs, event registration, web conferencing, Outlook Add-in, customer portal) requires registration. The data, which is stored during registration, is made visible from the input mask of the respective registration form. As standard, this involves a first name, last name, company, e-mail address and password/PIN. Required fields are marked as such. With your registration on our site, your IP address and the date and time of your registration will also be stored. This is used as a precaution on our part in the event that a third party should misuse your data and use it without your knowledge to register on our site. meetyoo provides the aforementioned services technically ready for the respective contracting authority. The responsible body for the handling of personal data is the respective contracting authority. meetyoo acts as a contractor for the provision of the product within the framework of commissioned data processing in accordance with §11 of the German Federal Data Protection Act (BDSG) or Art. 28 (3) of the Data Protection Regulation (DS-GVO). The decision on the specific nature of the processing of the data and its further use is the sole responsibility of the contracting authority. meetyoo only ensures the technical implementation and provision of the service and does not process the data for its own purposes.

g) Use of the meetyoo services

meetyoo makes various services (for example, webcast, webinar, virtual trade fairs, event registration, web conferencing, conference calling, Outlook Add-in, customer portal) technically available for the respective contracting authority. The responsible body for the handling of personal data is the respective organiser (contracting authority) of the conferences. meetyoo acts as a contractor for the provision of various products within the framework of the commissioned data processing in accordance with § 11 of the Federal Data Protection Act (BDSG) or Art. 28 (3) of the Data Protection Regulation (DS-GVO). The decision on the specific nature of the processing of the data and its further use is the sole responsibility of the contracting authority. meetyoo only ensures the technical implementation and provision of the service and does not process the data for its own purposes. We would like to point out that any data protection consent can be revoked at any time with effect for the future. **Please contact the organiser of the conference.**

meetyoo Webcast

A webcast is a modern communication tool, with which information can be communicated to a great many people at the same time via the Internet. These are carried out by one or more presenters, who use computers to show presentations or videos, for example.

The participants must register in advance for the event or they receive an invitation directly from the organisers. The invitation, which is usually sent by e-mail, contains a link to the webcast.

In the case of a live webcast, the event takes place at the moment, in which the feed is broadcast. The presentation and the video feed are live as is the interaction with the audience.

In contrast to a live webcast, an on-demand webcast involves pre-recorded content, which is then made available on demand.

This can be a recorded live event, which is thereafter to be made available online. Or it might be a recording, which was produced per se only for on-demand retrieval. Live interaction with viewers of an on-demand webcast is nevertheless possible via Chat.

Within the framework of the provision of webcasts, meetyoo collects, processes, stores and uses personal data as part of the participation as follows:

In the framework of the dial-in, your name, if applicable your company, your e-mail address and password are processed. In order to render the provision of services technically possible, the IP address, technical information about the end device and the browser used, including version and, if necessary, the installed plug-ins and fonts, amount of data, technical specifications concerning the data transfer, such as access status/HTTP status code,

data quantity and, if necessary, technical error codes as well as the date and time of the dial-up and the time zone are processed.

When participating in a webcast, you may or may not have the opportunity to ask the presenter, organiser or the other participants questions and to make your own contributions via chat or audio transmission. It will be clear in the respective event whether your contributions are only displayed and transmitted to the presenter, organiser or even the other participants. In the course of providing these functions, meetyoo processes the contents of your questions and contributions, as well as the time and date.

When participating in a webcast, live event and in the case of an on-demand participation, depending on the settings made by the organiser, the time, duration and circumstances of your participation in the respective event may also be captured. This data is used to create invoices vis-a-vis the organiser, to allow such to control and manage the event and, if necessary, in order to allow an evaluation of the event. Details can be found in the respective information on the specific event.

If during participation in a webcast, live event and in the case of an on-demand participation, votes are taken, data on the outcome of the vote (number of votes submitted and percentage distribution) will be collected and processed. As a result of registering, personal voting behaviour is processed on a personal basis, i.e., with the name of the respective participant. If the webcast is made available without registration, the voting behaviour remains anonymous.

Place of data processing

The data processing takes place in Germany.

meetyoo Web Conference

The participants must register in advance for the web conference or they receive an invitation directly from the organiser. The invitation, which is usually sent by e-mail, contains a link to the web conference, and an access PIN.

In the course of providing the web conference, meetyoo collects, processes, stores and uses personal data for the participation as follows:

Within the context of the use of the web conference, your name and the PIN are processed. In order to render the provision of services technically possible, the IP address, technical information about the end device and the browser used, including version and, if necessary, the installed plug-ins, technical specifications concerning the data transfer, such as access status/HTTP status code, data quantity and, if necessary, technical error codes as well as the date and time of the use of the web conference are processed.

When participating in a web conference, you may or may not have the opportunity to ask the presenter, organiser or the other participants questions and to make your own contributions via audio transmission. The time, duration and circumstances of your participation in the respective web conference will be captured. This data is used to create invoices vis-a-vis the initiator of the conference, to allow such to control and manage the conference and, if necessary, in order to allow an evaluation of the conference. You will receive information about the use of your data from the initiator of the web conference.

4. Cookies, web site analysis, social plug-ins and external services

Cookies are small files that are stored on your disk and which store the specific settings and data for the exchange with our system via your browser. Cookies cannot run programs or deliver viruses to your computer. They serve to make our internet service more user-friendly and effective.

Basically, there are two different types of cookies, so-called session cookies, which are deleted as soon as you close your browser (= end of session), and temporary/permanent cookies, which are stored on your disk for an

extended period of time or indefinitely. This storage helps us to design our website and make it easier for you to use, for example by means of specific entries made by you being stored so that you do not have to constantly repeat them.

You can delete cookies in your browser security settings at any time and you can configure your browser settings according to your preferences (for example, the acceptance of third party cookies or rejection of all cookies). It is usually possible for you to see in the menu bar of your web browser via the help function how to reject new cookies and delete those already received. We would point out, however, that in this case you may not be able to make full use of all the functions of our website.

Most of the cookies we use are session cookies and are automatically deleted from your hard disk at the end of the browser session. Furthermore, we also use permanent cookies, which remain on your hard disk. In an ensuing visit, it is automatically detected that you have already visited us, and which inputs and settings you use. These cookies are stored on your hard drive and delete themselves after the defined period.

The cookies used by us are not assigned to any particular person, but only to a browser. When the cookie is activated, it is assigned with an identification number. At no time is it possible to assign your identity to this identification number and such is not attempted. No storage of your name or similar data takes place, which would allow assignment of the cookie to you.

4.1. Web site analytics with Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses cookies in order to analyse web pages with regard to your user behaviour. The information generated by cookies about the use of this website is sent to a Google server in the USA and stored there. However, your IP address is abbreviated prior to the evaluation of the utilisation statistics, meaning that no inferences can be made to your identity. For this purpose, Google Analytics has been expanded on our website by the code "anonymizelp" to provide for the anonymous capture of IP addresses.

Google will use the information gathered by the cookies to provide us with reports and statistics about the website activities and in order to provide us with further services related to the use of the website and internet usage. Where necessary, Google may also transfer this information to third parties where required to do so by law or where such third parties process this data on behalf of Google.

As shown above, you can configure your browser to reject cookies, or you can prevent the capture of the information generated by the cookie and related to your use of this website (including your IP address) at Google and the processing of said data by Google by downloading and installing the [browser plugin](#).

If you visit our web site using a mobile device, please use the following link to opt out [Disable Google Analytics](#). By doing so, an opt-out cookie is set that prevents your data from being collected by Google on this website in the future. Please note that you must use the link again if you have deleted the cookie from your mobile device or if want to prevent the data collection by Google Analytics on this website on a different device. The opt-out cookie will not prevent data capture by Google Analytics on other websites.

For more information about Google and data protection, please refer to the [overview on data protection](#) and the [data protection statement](#).

4.2. Google reCaptcha

For the protection of user input in online forms, the Google reCAPTCHA service is also used. The service prevents automated software (so-called bots) from carrying out improper activities on our website. On the basis of specific technical information about your use of our site, a check is made as to whether the use can actually be attributed to a human user. To determine this, your IP address and technical information about the usage and user behaviour are collected and the input behaviour (e.g. in the case of the answering of reCAPTCHA dialogues), technical information on your operating system, browser, plugins, system time and language settings are processed. If you are logged into your Google account or appropriate cookies pertaining to Google services

are stored on your end device, this information can also be used to ensure that no bot-based use is made of our website. All information is sent to Google in encrypted form and is only used to fulfil the security purposes described here. Information about your identity and content in form fields or derived from the use of our services is not processed within the context of this assessment.

For more information about the Google reCAPTCHA data protection guidelines, please refer to Google's [Data Protection Statement](#) of Google.

4.3. Google AdWords

Our website uses Google AdWords conversion tracking. This measures the performance of the advertisements provided (so-called Adwords campaigns). By means of the analysis program, Google is able to more accurately assess the performance of the ads placed and both Google and us, as a customer of Google, can increase the quality and relevance of the ads that you see. Google AdWords conversion tracking uses cookies. The information generated by the cookies is sent to a Google server in the USA for evaluation and is stored there. The cookies are normally active on your computer for about 30 days. If you visit our website during this period, both we and Google will be informed that you have seen the provided advertisement.

You may prevent the storage of the cookies by selecting the appropriate settings on your browser; we advise you however that in this case, it may not be possible to make full use of all the features of this website.

For more information about AdWords conversion tracking and the handling of personal data, please refer to Google's [Data Protection Policy](#).

4.4. Google Tag Manager

This site uses Google Tag Manager. Google Tag Manager is a solution that the marketer can use to monitor website tags via a single interface. The Tag Manager tool itself (that implements the tags) is a cookieless domain, and does not collect any personal data. The tool can result in the triggering of other tags, which could potentially collect personal data from you. Google Tag Manager does not use this data. On a domain level or a cookie level, if a deactivation takes place, this deactivation also applies to all tracking tags that are implemented by Google Tag Manager. <https://www.google.com/analytics/tag-manager/use-policy/>

4.5. Google Suite

meetyoo occasionally stores data, which is usually not personal data, via the Google service, Google Drive ("G Suite "). "G Suite" corresponds to the European Standard Contractual Clauses for Data Protection. For more information about the data protection guidelines, please refer to https://gsuite.google.com/terms/mcc_terms.html and <https://www.google.de/intl/en/policies/privacy/>

4.6. Interest-related advertising

We use technical information about your use of our web site, in order to be able to present you with products or services that might be of interest to you. In doing so, only anonymous and pseudonymous information is collected and processed, which is not merged with any information about your identity.

If you do not wish to receive interest-related ads, you can object to this data processing by selecting the appropriate settings on the TRUSTe website. The website allows a general opt-out to a large number of advertisers. Please note that after deleting all the cookies in your browser or later using another browser and/or profile, an opt-out cookie must be set again.

For the purpose of integrating interest-related advertising, we also use the DoubleClick by Google service. DoubleClick by Google also uses cookies and similar technologies to present relevant ads to you. Your browser is assigned with a pseudonymous identification number (ID) in order to verify which ads will appear in your browser and which ads have been viewed. The use of the doubleclick cookies only allows Google and its partner sites to activate advertisements based on previous visits to our or other websites on the Internet. The information generated by the cookies is sent to a Google server in the USA for evaluation and is stored there.

You may prevent the storage of the cookies by selecting the appropriate settings on your browser; we advise you however that in this case, it may not be possible to make full use of all the features of this website. Furthermore, you can also prevent the capture by Google of the data generated by the cookie and related to your use of the web site and the processing of this data by Google by downloading and installing the [browser plug-in](#) for DoubleClick deactivation. Alternatively, you can object to the data processing by making the corresponding settings on the aforementioned [TRUSTe website](#).

4.7. CrazyEgg.com

Our website uses the web analysis service "Crazy Egg" from Crazy Egg Inc. USA, to record randomly selected individual visits (exclusively using an anonymous IP address). Using cookies, this tracking tool enables us to assess how you use the website (e.g. which content is clicked on). For this, a user profile is visually represented. Upon use, the tool does not collect, process or use any personal data from you. User profiles are exclusively created under pseudonyms. You may object to the collection, processing and recording of the data collected from you by Crazy Egg at any time by following the instructions listed on this website: <http://www.crazyegg.com/opt-out> . You can find more information on data protection at CrazyEgg on the following website: <http://www.crazyegg.com/privacy> .

4.8. WisePops

We use the service of the company WisePops SAS, 49 rue Jean De La Fontaine, 75016 Paris on our website, in order to prepare formulas, downloads and surveys and to establish contact. WisePops uses cookies to determine whether users interact with survey pop-ups, if at all. We use the results of the surveys to improve our website for you. More information can be found on the [WisePops website](#).

4.9. Use of facebook components

On our site, we rely on components of the provider, facebook.com. The social network "Facebook" is operated by Facebook Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland. When you click on the "Like" Button, a link to the Facebook servers is produced and the contents of the plug-in is displayed in your browser. By running the Like function, Facebook is informed what content you have visited on our pages. This information is stored on Facebook. If you are logged in to Facebook at the same time, this information will be assigned to your Facebook account and connected with your person. The same applies if you submit comments. For details of the handling of your personal data on Facebook, please refer to Facebook's [Data Protection Notice](#).

4.10. Use of the Twitter recommendation components

On our site, we rely on our components of the provider, Twitter. Twitter is a service of Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA. In the case of every retrieval of our website which is equipped with such a component, this component causes the browser you are using to download an appropriate representation of the Twitter components. By means of this process, Twitter is informed as to what specific page of our internet presence you have just visited. We have influence on neither the data that Twitter collects as a result, nor on the scope of this data collected by Twitter. To our knowledge, Twitter collects the URL of the respectively retrieved web page and the user's IP address, but not for purposes other than the representation of the Twitter component. For more information on this, please refer to the [Twitter Data Protection Statement](#). You can change the privacy settings on your Twitter account in the account settings.

4.11. Use of the Xing recommendation components

On our site, we rely on components of the XING.com network. These components are a service provided by XING AG, Dammtorstraße 29-32, 20354 Hamburg, Germany. In the case of every retrieval of our website which is equipped with such a component, this component causes the browser you are using to download an appropriate representation of the XING components. To our knowledge, no personal data of the user is stored by XING concerning the retrieval of our website. XING also does not store IP addresses. In addition, no evaluation of the usage behaviour takes place via the use of cookies in connection with the XING "share button". For more information, refer to the [Data protection notices for the XING share button](#).

4.12. Use of the LinkedIn recommendation components

On our website, we rely on components of the LinkedIn network. LinkedIn is a service of the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. In the case of every retrieval of our website which is equipped with such a component, this component causes the browser you are using to download an appropriate representation of the LinkedIn components. Through this process, LinkedIn is informed about which specific page of our internet presence you have just visited. If you click on the LinkedIn "recommend button" while you are logged in to your LinkedIn account, you will be able to link the contents of our pages to your LinkedIn profile. In this way, LinkedIn is able to assign the visit to our web pages to your LinkedIn user account. We have influence on neither the data, which LinkedIn collects as a result, nor on the scope of this data collected via LinkedIn. We also have no knowledge of the contents of the data transmitted to LinkedIn. For details of the data collection by LinkedIn and on your rights and setting options, please refer to the [LinkedIn data protection notices](#)

5. Links to other websites

Within the framework of meetyoo's online offer, links are made to the websites and online offerings of other providers not connected with us. If you use these links, we naturally have no further influence on which data is collected by the respective provider and which data will be collected about you. For detailed information about the data collection and use, please refer to the data protection policy of the respective provider. Since such data collection and processing by third parties is beyond our control, we can take no responsibility for this.

6. Information, rectification, deletion, complaint and right to revocation

We will be happy to offer you information at any time concerning whether and, if so, what personal data is stored by us about you. You also have the opportunity at any time to rectify, block or delete your personal data stored at meetyoo. To this end, please make contact using the contact details listed in Paragraph 1 or by e-mail to datenschutz@meetyoo.de. Data, which we require for the settlement of outstanding services or to enforce our rights and entitlements and data, which we must retain in accordance with legal standards, is excluded from deletion. Such data is initially blocked.

We would like to point out that, if necessary, you can revoke any consent in terms of data protection law and the use of your data for the purposes of advertising, market research and opinion polling at meetyoo conferencing GmbH at any time with effect for the future. To this end, please contact datenschutz@meetyoo.de.

Regardless of any other constitutional or judicial remedies, you are entitled to lodge a complaint with a supervisory authority, in particular with the member state of your place of residence, your work place, or the place where the alleged violation occurred, if you believe that the processing of your personal data is a violation of the GDPR.

The supervisory authority that has received the complaint informs the plaintiff of the status and the results of their complaint, including the possibility of a judicial remedy according to article 78 GDPR.

7. Contact meetyoo Data Protection Officer

WENZA Deutschland AG
Beim Alten Gaswerk 5
22761 Hamburg
Phone 040 - 360234-0
E-mail datenschutz@wenzade.de

Our external data protection officer is a constant source of support and advisor for the compliance with, and optimisation of, the legal data protection requirements for meetyoo conferencing. Should you have any questions pertaining to the safeguarding of your affected rights, please refer directly to our internal contact:

Sandra Schwarzer
Compliance
meetyoo conferencing GmbH

Friedrichstraße 200
10117 Berlin

E-mail: datenschutz@meetyoo.de
Tel: +49 (0) 30.868 710 400