

## Privacy Policy of meetyoo conferencing GmbH

Last updated: 16/9/2019

### 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.meetyoo.de, telekonferenz.de) (hereinafter referred to as "meetyoo 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 "meetyoo 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 information collected on meetyoo websites.

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 200

10117 Berlin, Germany

Phone: +49 (0)30 8687 10400

Email: [privacy@meetyoo.com](mailto:privacy@meetyoo.com)

Data Protection Officer

Mr. Kent Schwirz (external Data Protection Officer of WENZA Deutschland AG)

Beim Alten Gaswerk 5

22761 Hamburg

Internet [www.wenza.de](http://www.wenza.de)

Email: [datenschutz\(at\)wenza.de](mailto:datenschutz(at)wenza.de)

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).

## Summary of Procedures

Personal data is processed on meetyoo websites during the following procedures:

1. Visiting meetyoo websites
2. Establishing contact
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. Marketing webcasts
10. Job application procedures
11. Website use/analysis
12. Advertising
13. 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 unauthorised 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 tracing unauthorised access to our Internet offering, we generally do not use this data specific to an individual person, but analyse 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 anonymise 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.

### **Notes on Cookies**

Cookies are small text files that are saved on your device by the respective browser you use when you access meetyoo websites. Individual services of a website can 'recognise' and 'remember' you in this way in terms of which settings you have made. This primarily 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 are referred to as third-party cookies, which are managed by third parties in order to provide certain services.

You can control the use of cookies. Most browsers have an option for allowing the user to restrict or prevent cookies being saved. However, we should point out here that not using cookies can limit the use of the website, and, in particular, the user experience.

### **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@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 unauthorised 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**

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.

### **Legal Basis**

The information provided in the context of establishing contact is processed on the basis of Art. 6 (1) (a) and (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 our processing the contact made. 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@meetyoo.com](mailto:privacy@meetyoo.com).

### **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 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 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@meetyoo.com](mailto:unsubscribe@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**

You have the opportunity to subscribe to our newsletter on our website. We use this newsletter to regularly inform you about our offerings and services, and, specifically, topics that cover 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 to you by mailingwork GmbH, Birkenweg 7, 09569 Oederan, Germany, whose privacy policy you can read at <https://mailingwork.de/datenschutz/> (in German only). mailingwork GmbH processes your email address and other personal data we transmit exclusively with regard to the work we commission and for our purposes.

#### **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@meetyoo.com](mailto:unsubscribe@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@meetyoo.com](mailto:unsubscribe@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. 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@meetyoo.com](mailto:unsubscribe@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 email inviting you to take part in the online survey is sent to you by mailingwork GmbH, Birkenweg 7, 09569 Oederan, Germany, whose privacy policy you can read at <https://mailingwork.de/datenschutz/> (in German only). mailingwork GmbH processes your email address and other personal data we transmit exclusively with regard to the work we commission and for our purposes.

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. SurveyMonkey is certified under the [EU-US Privacy Shield](#). 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 a data processing agreement with SurveyMonkey Inc. in accordance with Art. 28 GDPR.

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

More information from [SurveyMonkey with regard to the EU data protection regulations](#). 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 analysing customer satisfaction. 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) 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 fulfil 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.

In terms of data protection law, the respective contracting party is responsible for staging conferences/webcasts based on our services and the personal data processed within the context of these. We act as a contractor in the provision of the product within the framework of data processing in accordance with Art 28 GDPR. The decision concerning the specific type of data processing and its further use is the sole responsibility of the contracting party. We merely cater for the technical implementation and provision of the service and do not process the data for our own purposes.

We would like to point out that any consent provided under data protection law can be withdrawn at any time with effect for the future. Please contact the event organiser in this regard if you wish to withdraw your consent.

The technical provision of the meetyoo web applications "Webcast", "Virtual Fair", "Media Library" and "WebConference" and "EventManager" is performed by ubivent GmbH, Stiller Weg 52, 68305 Mannheim, Germany, whose privacy policy can read at <https://www.ubivent.com/en/legal-details#dps>. ubivent GmbH is a wholly owned subsidiary of meetyoo conferencing GmbH and processes your personal data exclusively on our behalf and for our purposes on the basis of a data processing contract.

The meetyoo web applications "Webcast", "Virtual Fair", "Media Center", "WebConference" and "EventManager" are hosted by Amazon Web Services, Inc. 410 Terry Avenue North, USA, ("AWS"). AWS is the recipient of the data therefore. AWS does not process the data for its own purposes, but only on our behalf and under our direction or that of ubivent GmbH. The data for the web applications "Webcast", "WebConference" and "EventManager" are stored exclusively in a German data centre (Frankfurt/Main) that is certified according to ISO 27001, 27017 and 27018, and PCI DSS Level 1. The data for the web applications "Virtual Fair" and "Media Library" are stored in data centres of Amazon Web Services LLC, United States. AWS has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>, to ensure compliance with the legal conditions for the adequacy of the level of data protection provided in accordance with Art. 45 GDPR. In accordance with Art. 28 GDPR, we have concluded a data processing agreement with Amazon Web Services, including the EU standard contract clauses:

[https://d1.awsstatic.com/legal/aws-gdpr/AWS\\_GDPR\\_DPA.pdf](https://d1.awsstatic.com/legal/aws-gdpr/AWS_GDPR_DPA.pdf)

The following provides you with more information about meetyoo services:

#### **a) Webcast, Virtual Fair and Media Library**

A webcast is a modern communication tool that allows information to be transmitted to large amounts of people over the Internet at the same time. Webcasts are held by one or several presenters who use computers to make presentations or show videos, among other things. At virtual fairs, various stands are placed on offer, through



which participants can contact the owners of the stands, download information material and participate in a series of webcasts. A media library is a collection of several live and on-demand webcasts.

Participants need to register in advance to participate in a webcast or virtual fair, or use a media library. This can take place by direct e-mail invitation by the organiser. After registration, you receive a confirmation link by email. To complete registration, you first need to activate your registration by clicking on the confirmation link (double-opt-in procedure). When you register for a webcast, you receive a series of reminder emails and possibly an email after participating in the event itself that possibly contains "acknowledgements", "on demand releases" or "requests for feedback" etc. (depending on the contract and consent assigned by the organiser).

With a live webcast, the event takes place the moment the broadcast is transmitted. The presentation is live, video transmission is live and interaction with the audience takes place live.

Unlike a live webcast, an on-demand webcast takes the form of pre-recorded content that is then delivered on demand. This may be a live event that is recorded to be broadcast online afterwards. It can also be a recording that was expressly produced for on-demand viewing only.

We collect, process, store and use personal data as follows during the registration for and participation in one of the aforementioned media (webcast, virtual fair, media library): The data is stored when you register. This data is visible on the input screen on the registration form. In standard cases, this is your first name, last name and email address. Required fields are marked as such. While dialling in, the IP address, technical information about the end device and browser used, including the version and any plugins installed, as well as fonts, data volumes, data transmission information, such as access status/HTTP status code and data volume, are processed. Technical error codes and the date and time that the dial-in took place and the time zone are also processed.

When participating in a webcast, 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 respective event shows whether your contributions are displayed and transmitted to the presenter and organiser only, or to the other participants as well. We process the contents of your questions and submissions, along with the time and date as part of providing these functions.

Depending on the settings made by the respective organiser, the time, duration and circumstances of your participation in the event may also be recorded when participating in a webcast, live event and with on-demand participation. This data is used to create the billing for the organiser, to allow him to control and manage the event and, if necessary, to facilitate evaluation of the event, if required. You can source the details from the dedicated information for the specific event.

When voting takes place during participation in a webcast, live and on-demand event, data on the result of the votes (number of votes cast and percentage distribution) is collected and processed. In the wake of registration, the voting behaviour is processed on a personal basis using the respective name of the participant. If a webcast is offered where no registration is required, then voting behaviour is anonymous.

With most events, you have the opportunity to answer short online surveys to provide the organisers with valuable feedback on the event you participated in. The timing and content of your feedback is stored on a personal basis on our platform. Evaluation of the feedback is usually transmitted to the organiser on a personal basis, unless the latter has expressly requested transmission in anonymous form.

Some webcasts offer you the chance to participate in learning checks or online tests. Participants in these webcasts receive an online questionnaire for these tests so that they can, for example, obtain a certificate. Information about the answers to this questionnaire and the percentage test results are stored on our platform. This information is usually transmitted to the organiser on a personal basis, unless the latter has expressly requested transmission in anonymous form. The results of the online test are sent to you by email afterwards. If you pass the test, you also receive the certificate by email.

#### **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 transmission, 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 afterwards. Information about how your data is used is available from the initiator of the web conference.

#### **c) Telephone Conference/AudioEvent**

You receive access data from the organiser 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/organiser with statistics about their telephone conference in abridged (anonymised) 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 organiser responsible exclusively. The aforementioned registration details are transferred

to the organiser within the framework of fulfilling the contract. We do not process this data ourselves for our own purposes.

#### **d) EventManager**

If the contracting party wants to make a presentation in addition to his audio event, you can follow the presentation online using our EventManager. The sound comes from AudioEvent (telephone conference), which you have also dialled in to. Participants first have to register/sign in to be able to participate in the online presentation via EventManager.

Within the scope of participating in an online presentation via EventManager, we collect, process, store and use personal data from the participants as follows:

During the dial-in procedure, your name, company name (if applicable), email address and password are processed. 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 and fonts installed, data volumes, technical information for data transmission, 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.

You may be given the chance to ask the presenter, organiser or other participants questions through EventManager, and make your own contributions in chat sessions or audio transmissions. The respective event shows whether your contributions are displayed and transmitted to the presenter and organiser only, or to the other participants as well. We process the contents of your questions and submissions, along with the time and date as a part of providing these functions.

The telephone conference will inform you whether the conference and, if applicable, your posts are recorded during the conference (e.g. chat, Q&A session). We supply the contracting party with the record in file form or online.

#### **e) 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 authorises 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 mentioned under Item 1 are stored along with behavioural 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 enquiries.

#### **f) 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/>).

The add-in can access and modify personal information in the email message being edited, such as text, subject, sender, recipient and attachment information. This is used solely to create invitation templates and calendar entries. Other items in your mailbox cannot be read or modified.

### **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 Federal Telecommunications Act (TKG). 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. Marketing Webcasts**

We regularly organise our own webcasts on interesting topics for our customers, interested parties and prospective customers.

Insofar as we organise these events alone as an exception, we are solely responsible in terms of data protection law. Often these are collaborative events between us and the partners named on the registration page for the webcast, with both us and the partner(s) inviting participants to the webcasts based on their own contact databases. In this case, we and the respective partners are jointly responsible (joint controllers) according to Art. 26 GDPR. The central contact person for the collection, processing and use of your personal data in terms of the German Federal Data Protection Act (BDSG) and, as service providers, in terms of the German Teleservices Act (TMG) is meetyoo conferencing GmbH, which can be reached under the aforementioned contact details.

The decision on the specific way in which the data is processed and its further use is decided jointly by us and the cooperation partners and recorded in a written data processing agreement by the jointly responsible entities in accordance with Art. 26 GDPR. On completion of the joint event, we provide the partner with analyses concerning your participation in the webcast (specifically, whether and for how long and when you participated) which we transfer to the partners. With your consent, you have agreed to your data being collected, processed and used for the purpose of participation, and being used for subsequent marketing and sales campaigns by us and the participating cooperation partners. Your data is not disclosed to third parties. We would like to point out that any consent provided under data protection law can be withdrawn at any time with effect for the future.

### **Legal Basis**

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

#### **1) A meetyoo and partner marketing webcast (= "jointly responsible")**

*"By clicking on the "Submit" button, I consent to receiving information by email in future about offers and services through meetyoo conferencing GmbH and the partners cooperating in this webcast. During the webcast, meetyoo will prepare analyses of my participation and supply this data to the partner. You can withdraw your consent at any time by contacting [privacy@meetyoo.com](mailto:privacy@meetyoo.com).*

#### **2) A meetyoo marketing webcast (= "sole entity responsible")**

*"By clicking on by the "Submit" button, I consent to receiving information by email in future about offers and services through meetyoo conferencing GmbH. You can withdraw your consent at any time by contacting [privacy@meetyoo.com](mailto:privacy@meetyoo.com)".*

If you withdraw, please provide us with the date and name of the webcast you visited, if possible, so that we can also inform our cooperation partner that you have withdrawn.

### **Duration of Data Storage**

The personal data stored when you participate in a meetyoo marketing webcast is deleted if you withdraw your consent.

## **10. 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 "softgarden", a service from softgarden e-recruiting GmbH, to manage candidates, including receiving and managing application documents. softgarden e-recruiting GmbH is a software house for online application management based in Tauentzienstraße 14, 10789 Berlin, Germany ([www.softgarden.io](http://www.softgarden.io)).

When completing the online application form from softgarden, what are referred to as cookies are used, which are stored on your computer and facilitate the authentication and functional use of the application tool. We have concluded a data processing agreement with softgarden in accordance with Art. 28 GDPR.

If you require more information, please refer to the softgarden Privacy Policy.

More information on the [GDPR and softgarden](#).

If you have questions about softgarden, you can contact them by email at [info@softgarden.de](mailto:info@softgarden.de)

By submitting your application over the softgarden tool, you agree that your data will be stored by softgarden 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@meetyoo.com](mailto:privacy@meetyoo.com).

### **Duration of Data Storage**

Applicant data is stored on the softgarden 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.

## **11. 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 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. Only in exceptional cases is the full IP address transferred to a Google server in the US and truncated there. 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. Google has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>, to cover exceptional cases where personal data is transferred to the USA.

We use **Google Tag Manager**. Google Tag Manager is a tool from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. 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. Google has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>, to cover exceptional cases where personal data is transferred to the USA.

We use **Google G-Suite**. Google G Suite is a service from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. In isolated cases we store data via the Google G Suite service, which is usually non-personal.

Google G/Suite data is stored at European data centres. For further information on the data protection policies of Google, please refer to <https://policies.google.com/privacy?hl=en&gl=de>.

We have concluded a data processing agreement with Google LLC in accordance with Art. 28 GDPR: [https://gsuite.google.com/terms/dpa\\_terms.html](https://gsuite.google.com/terms/dpa_terms.html)

We use **WisePops**. WisePops is a service from WisePops SAS, 49 rue Jean De La Fontaine, 75016 Paris, France, for the provision of forms, downloads, establishing contact or surveys on our website. WisePops uses cookies to determine if and how users interact with survey pop-ups. We use the survey results as a service to you to improve our website. For more information, please refer to the WisePops website.

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](#).

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 is certified under the [EU-US Privacy Shield](#).



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](#).

More information about [HubSpot and the EU data protection regulations](#).

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 **Optimizely** and **Optimizely Logging**. Optimizely and Optimizely Logging is a web analytics service from Optimizely Inc. ("Optimizely"), 631 Howard St. Suite 94105, San Francisco, CA 94107, USA. The tool uses what are referred to as A/B and multi-variant tests, which allow two or more versions of a partial or complete web page to be tested during real-time operation to analyse the effects of each change.

The information collected here is stored in pseudonymous form, i.e. the respective identifying features are automatically replaced by a pseudonym or code to avoid identification of the user concerned. Cookies are used for this purpose. These are set by us and the Optimizely Inc. log sub-domain. In this case, you can also reset previously saved cookies in your web browser to delete these cookies as well. You can also prevent cookies from being stored on your computer in future by making the appropriate settings in your browser. If you do so, however, you should note that you may not be able to use all the features of our website in full.

For more information, please refer to the Terms of Use and Privacy Policy of Optimizely, Inc. at <https://www.optimizely.com/terms/> and <https://www.optimizely.de/privacy>. You can disable Optimizely tracking at any time by following the instructions at <https://www.optimizely.com/legal/opt-out/>.

### **Legal Basis**

Personal data is processed by the aforementioned named services 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 analysing the use of our website. The IP address transferred as a part of Google services is not merged with other data from Google. Google has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>, to cover exceptional cases where personal data is transferred to the USA. 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 personal reference is removed immediately by partially deleting the IP address, so that only statistical data is stored.

## 12. Advertising

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

Google AdWords 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 recognise that someone clicked on the ad and was therefore redirected to our website. Each AdWords customer receives a different cookie. This means that said cookies cannot be tracked through the AdWords' customers' websites. The information gathered using the conversion cookie is used to generate conversion statistics for AdWords advertisers who have opted for conversion tracking. AdWords 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 **CrazyEgg**. CrazyEgg is a web-tracking tool from Crazy Egg, Inc. ('Crazy Egg'), 6220 E. Ridgeview Lane, La Mirada, CA 90638, USA. Crazy Egg sets cookies in your browser, which facilitate the analysis of how you use the website. The information generated by the cookie on how you use the website is usually transferred to a Crazy Egg server in the USA and stored there. Crazy Egg is registered under the EU-US Privacy Shield. You can object to the collection, processing and recording of data generated by CrazyEgg.com at any time by following the instructions at <http://www.crazyegg.com/opt-out>. If you would like more information about privacy at CrazyEgg, please go to <http://www.crazyegg.com/privacy>.

We use **DoubleClick**. DoubleClick is a web service from Google LLC ("Google"), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA.. DoubleClick optimises advertising with the help of a cookie, for example, by displaying ads that are 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. In this event, Google has submitted to the EU-US Privacy Shield Framework: <https://www.privacyshield.gov/EU-US-Framework>. 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.

### Legal Basis

Personal data is processed in accordance with 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 the creation and analysis of tracking statistics.

For reasons that arise from your particular situation, you are entitled to object at any time to personal data on your person being processed on the basis of Art. 6 (1) (f) GDPR.

To do so, you can 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 personalised 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.

## **13. Social Media**

We use the **Twitter button**. The Twitter button is service from Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA. Responsible for processing data from persons living outside the United States is Twitter International Company, One Cumberland Place, Fenian Street, Dublin 2 D02 AX07, Ireland. This service allows website visitors to share website content on Twitter, provided that they have a Twitter account. Twitter also uses this service to collect information about you. This happens even if you are not registered with Twitter. Data collected about you when the service is used is processed by Twitter and transmitted to countries outside the European Union, if necessary. We have no control over the nature and extent of the data processed by Twitter, the nature of its processing and the use or disclosure of this data to third parties, in particular to countries outside the European Union. Twitter has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/participant?id=a2zt0000000TORzAAO&status=Active>, for cases where Twitter transmits data outside the European Union.

You can find information on which data is processed by Twitter and for what purposes in the Twitter Privacy Policy, which can be viewed here: <https://twitter.com/en/privacy>.

You can also restrict the processing of your data in the general settings in your profile and under "Privacy and Security". Information on existing personalisation and privacy settings can be found here (with additional links): <https://twitter.com/personalization>.

We also use **Twitter Syndication**. Twitter Syndication is a service from Twitter Inc., 795 Folsom St., Suite 600, San Francisco, CA 94107, USA. Responsible for processing data from persons living outside the United States is Twitter International Company, One Cumberland Place, Fenian Street, Dublin 2 D02 AX07, Ireland. By loading the page, the browser can send personal data, such as your IP address or whole cookies, to the social network.

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 is 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 behaviour 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](#). LinkedIn has submitted to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>, to ensure compliance with the legal conditions for the adequacy of data protection provided in accordance with Art. 45 GDPR.

### **Legal Basis**

Data processing in connection with the aforementioned social media components takes place 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 marketing through social media channels.

For reasons that arise from your particular situation, you are entitled to object at any time to personal data on your person being processed based on Art. 6 (1) (f) GDPR. To do so, you can 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 of all of the features of this website to the full. You can change these features in your Twitter account: [https://twitter.com/login?redirect\\_after\\_login=/account/settings](https://twitter.com/login?redirect_after_login=/account/settings) or by stopping usage of the LinkedIn component.

### **Duration of Data Storage**

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

### **Your Rights**

You are entitled to receive information about the personal data stored on your person free of charge on request. You are also entitled to ask for incorrect data to be corrected, to restrict the processing of excessively processed data and have any unlawfully processed personal data, or personal data that 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 are also entitled 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 fulfil a contract.

Insofar as you are **entitled to object to individual proceedings being processed**, we point this out in the description of the individual proceedings.

To exercise your rights, please send an email to [privacy@meetyoo.com](mailto:privacy@meetyoo.com), or a written message to aforementioned address (FAO: Data Protection Officer).

In addition, you are also **entitled to complain to a data protection supervisory authority**.

### **Voluntary Nature of Providing Data**

The provision of your personal data on meetyoo websites for legal or contractual reasons is generally not required. 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.