

PRIVACY POLICY

BEW – Das Bildungszentrum für die Ver- und Entsorgungswirtschaft gGmbH

1. General Information on Data Protection at BEW

BEW gGmbH takes the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this privacy policy.

Personal data refers to data that can be used to personally identify you. The transmission of such data may occur when visiting our website or via other communication channels (e.g. telephone, letter, email or fax).

This privacy policy explains which data we collect and what we use it for. It also explains how and for what purpose this takes place.

Information about the Controller

The controller within the meaning of the General Data Protection Regulation (GDPR), other data protection laws applicable in the Member States of the European Union and other provisions relating to data protection is:

BEW – Das Bildungszentrum für die Ver- und Entsorgungswirtschaft gGmbH
Wimberstr. 1
45239 Essen
Deutschland
Tel.: 0201-8406-6
E-Mail: datenschutz@bew.de
Website: www.bew.de

The controller is the natural or legal person who alone or jointly with others determines the purposes and means of processing personal data (e.g. names, email addresses, etc.).

Processing of Data (Customer and Contract Data)

We collect, process and use personal data only insofar as this is necessary for establishing, structuring or modifying the legal relationship (inventory data). This is done on the basis of Art. 6 (1) lit. b GDPR. Personal data regarding the use of our website (usage data) is collected, processed and used only to the extent necessary to enable the user to use the service or to bill for it.

The collected customer data will be deleted after completion of the order or termination of the business relationship. Statutory retention periods remain unaffected.

Legitimate Interests in Processing

Where the processing of personal data is based on Article 6 (1) lit. f GDPR, our legitimate interest is the performance of our business activities for the benefit of all our employees and shareholders.

This includes, among other things:

- Personal communication with and retention of users
- Necessary data for registration and communication regarding an event
- Necessary data for creating a participant list (surname, first name, company)
- Targeted delivery of requested information (email newsletter)
- Necessary data for issuing certificates and documents
- Recognition of users (customer account)
- Necessary data for processing electronically submitted inquiries
- Analysis of usage for optimisation and improvement of our services
- Video recordings to protect persons and property on company premises

Duration of Storage of Personal Data

Personal data will be stored for as long as required for the purposes mentioned above and as long as statutory retention periods require: Web server log files are stored for 7 days. Cookies expire when the browser session ends. Web tracking data is stored only in anonymised form.

Data Transfer upon Conclusion of Contracts

Personal data will only be transferred to third parties if this is necessary for the processing of the contract. Further transfer will only take place if you have expressly consented to it. Your data will not be passed on to third parties for advertising purposes without your explicit consent.

The legal basis for the processing of data is Art. 6 (1) lit. b GDPR, which permits the processing of personal data for the performance of a contract or in order to take steps prior to entering into a contract.

Withdrawal of Consent

You may withdraw your consent to data processing at any time by sending an informal email. The legality of the data processing carried out before the revocation remains unaffected.

Right to Lodge a Complaint

In the event of a breach of data protection law, data subjects have the right to lodge a complaint with the competent supervisory authority. The competent supervisory authority for data protection matters is the State Data Protection Commissioner of the federal state in which our company is based. A list of data protection authorities and their contact details can be found at the following link:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html.

Right to Data Portability

You have the right to receive data processed on the basis of your consent or in fulfilment of a contract in a commonly used, machine-readable format. If you request the direct transfer of the data to another controller, this will only take place insofar as it is technically feasible.

Information, Restriction, Deletion

Within the framework of applicable legal provisions, you have the right at any time to free information about your stored personal data, its origin and recipient and the purpose of data processing and, if necessary, a right to correction, restriction or deletion of this data.

Objection to Advertising Emails

The use of contact data published as part of the legal notice obligation for sending unsolicited advertising and information material is hereby prohibited. The operators of the website expressly reserve the right to take legal action in the event of unsolicited advertising information, such as spam emails.

2. Data Protection Officer

Statutory Data Protection Officer

We have appointed a data protection officer for our company.

Katrin Mannebach
BEW – Das Bildungszentrum für die Ver- und Entsorgungswirtschaft gGmbH
Wimberstr. 1
45239 Essen
Germany
Tel.: 0201 8406-830
E-Mail: katrin.mannebach@bew.de
Website: www.bew.de

Any data subject may contact our data protection officer directly at any time with questions or suggestions regarding data protection.

3. Data Collection on Our Website

SSL or TLS Encryption

For security reasons and to protect the transmission of confidential content, such as orders or inquiries that you send to us as the website operator, this site uses SSL or TLS encryption.

You can recognise an encrypted connection by the change in the browser's address line from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

Use of Cookies

The websites of BEW gGmbH use cookies. Cookies are text files that are stored on a computer system via an internet browser.

Many websites and servers use cookies. Many cookies contain a so-called cookie ID. A cookie ID is a unique identifier of the cookie and allows websites and servers to assign a specific internet browser in which the cookie was stored.

Through the use of cookies, BEW gGmbH can provide users of this website with more user-friendly services that would not be possible without cookie settings.

Cookies enable us to recognise users of our website and make it easier for them to use our website.

The user can prevent the setting of cookies by our website at any time by means of a corresponding setting of the internet browser used and may thus permanently object to the setting of cookies. Furthermore, cookies that have already been set can be deleted at any time via an internet browser or other software programs.

If cookies are deactivated, not all functions of our website may be fully usable.

The legal basis for data processing through cookies is Art. 6 (1) lit. f GDPR.

Server Log Files

The website of BEW gGmbH automatically collects a series of general data and information each time the website is accessed by a data subject or an automated system.

These general data and information are stored in the server's log files. The following may be recorded:

1. the Internet Protocol address (IP address)
2. the date and time of access to the website
3. the subpage accessed by the user on the website
4. the status of the request
5. the volume of data transmitted to the user
6. the website from which the user accessed our site (the so-called referrer)
7. the browser used and the operating system used (the so-called user agent)

When using these general data and information, XXX gGmbH does not draw any conclusions about the data subject.

Rather, this information is required to:

- correctly deliver the contents of our website
- optimise the contents of our website and its advertising
- ensure the permanent functionality of our information technology systems and website technology
- provide law enforcement authorities with the information necessary for prosecution in the event of a cyber attack

These data and information are therefore evaluated statistically and with the aim of increasing data protection and data security within our company in order to ultimately ensure an optimal level of protection for the personal data we process.

The legal basis for the processing of server log data is Art. 6 (1) lit. f GDPR.

Contact Form

If you send us enquiries via the contact form, the information you provide in the enquiry form, including the contact details you enter there, will be stored by us for the purpose of processing the enquiry and in case of follow-up questions. We will not pass this data on without your consent.

The processing of the data entered in the contact form therefore takes place exclusively on the basis of your consent (Art. 6 (1) lit. a GDPR). You may revoke this consent at any time by sending us an informal email notification. The legality of the data processing operations carried out prior to the revocation remains unaffected.

The data you enter in the contact form will remain with us until you request deletion, revoke your consent to storage or the purpose for data storage no longer applies (e.g., after completion of processing your request). Mandatory legal provisions – in particular retention periods – remain unaffected.

Registration on This Website

You may register on our website in order to use additional functions on the site. The data entered for this purpose will only be used for the purpose of using the respective offer or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise we will reject the registration.

For important changes, such as changes to the scope of the offer or technically necessary changes, we will use the email address provided during registration to inform you.

The processing of the data entered during registration is based on your consent (Art. 6 (1) lit. a GDPR). You may revoke any consent you have given at any time by sending us an informal email. The legality of data processing already carried out remains unaffected by the revocation.

The data collected during registration will be stored by us for as long as you remain registered on our website and will then be deleted. Statutory retention periods remain unaffected.

4. Online Analysis Tools

When visiting our website, your browsing behaviour may be statistically evaluated. This is mainly done using cookies and so-called analysis programs. The analysis of your browsing behaviour is usually anonymous; the browsing behaviour cannot be traced back to you. You can object to this analysis or prevent it by not using certain tools.

Google Analytics

This website uses functions of the web analytics service Google Analytics. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

Google Analytics uses so-called “cookies”. These are text files that are stored on your computer and allow analysis of your use of the website. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there.

The storage of Google Analytics cookies is based on Art. 6 (1) lit. f GDPR. The website operator has a legitimate interest in analysing user behaviour in order to optimise both its website and advertising.

IP Anonymisation

We have activated the IP anonymisation function on this website. This means that your IP address will be shortened by Google within Member States of the European Union or in other contracting states of the Agreement on the European Economic Area before being transmitted to the USA. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there.

Google will use this information on behalf of the operator of this website to evaluate your use of the website, compile reports on website activity and provide other services related to website usage and internet usage to the website operator. The IP address transmitted by your browser within the scope of Google Analytics will not be merged with other Google data.

Browser Plugin

You can prevent the storage of cookies by adjusting the settings of your browser software accordingly. You can also prevent the collection of the data generated by the cookie relating to your use of the website (including your IP address) and the processing of this data by Google by downloading and installing the browser plugin available at: <https://tools.google.com/dlpage/gaoptout?hl=de>.

Objection to Data Collection

You can prevent the collection of your data by Google Analytics by clicking on the following link. An opt-out cookie will be set which prevents the collection of your data during future visits to this website:

<https://tools.google.com/dlpage/gaoptout?hl=de>

More information on how Google Analytics handles user data can be found in Google's privacy policy:

<https://support.google.com/analytics/answer/6004245?hl=de>.

Google Ads and Google Conversion Tracking

This website uses **Google AdWords**. AdWords is an online advertising program operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States ("Google").

As part of Google AdWords, we use so-called **conversion tracking**. When you click on an advertisement placed by Google, a cookie for conversion tracking is set. Cookies are small text files that are stored on the user's computer by the internet browser. These cookies expire after 30 days and are not used to personally identify users. If the user visits certain pages of this website and the cookie has not yet expired, Google and we can recognize that the user clicked on the advertisement and was redirected to this page.

Each Google AdWords customer receives a different cookie. Cookies cannot be tracked across the websites of AdWords customers. The information obtained using the conversion cookie is used to create conversion statistics for AdWords customers who have opted for conversion tracking. Customers learn the total number of users who clicked on their advertisement and were redirected to a page equipped with a conversion tracking tag. However, they do not receive any information that would allow users to be personally identified.

If you do not wish to participate in tracking, you can object to this use by easily disabling the Google conversion tracking cookie in your internet browser under user settings. You will then not be included in the conversion tracking statistics.

The storage of "**conversion cookies**" is based on **Art. 6 (1) lit. f GDPR**. The website operator has a legitimate interest in analysing user behaviour in order to optimise both its website and its advertising.

More information about Google AdWords and Google Conversion Tracking can be found in Google's privacy policy:

<https://www.google.de/policies/privacy/>.

You can configure your browser so that you are informed about the setting of cookies, allow cookies only in individual cases, exclude the acceptance of cookies for certain cases or generally, and activate the automatic deletion of cookies when closing the browser. If cookies are disabled, the functionality of this website may be limited.

Matomo

This website uses the open source web analytics service Matomo. Matomo uses technologies that enable cross-site recognition of users for the analysis of user behaviour.

The following data may be stored:

- anonymised IP address
- subpages visited and time of access
- referrer page
- browser, plugins, operating system and screen resolution
- time spent on the website
- pages accessed from the visited subpage

The data collected with Matomo are stored on our own servers and are not passed on to third parties.

Legal Basis

The legal basis for the processing of personal data using Matomo is Art. 6 (1) lit. f GDPR.

Purpose of Data Processing

We require this data in order to analyse the browsing behaviour of users and to obtain information about the use of individual components of the website. This enables us to continuously optimise the website and its user-friendliness. These purposes constitute our legitimate interest pursuant to **Art. 6 (1) lit. f GDPR**. By anonymising the IP address, we take into account the users' interest in the protection of their personal data. The data are never used to personally identify users of the website and are not combined with other data.

Storage Period

The data will be deleted as soon as they are no longer required for our purposes.

You may object to the recording of data as described above in three different ways:

- You can completely prevent the storage of cookies in your browser. However, this may mean that you will not be able to use some functions of our website that require identification (e.g. shopping cart, orders, personal settings, etc.).
- You can activate the "Do Not Track" setting in your browser. Our Matomo system is configured to respect this setting.
- You can create a so-called opt-out cookie by clicking below. This cookie is valid for two years and prevents Matomo from recording your future visits to this website. Please note that the opt-out cookie will be deleted if you delete all cookies in your browser.

5. Social Networks & External Links

In addition to this website, we maintain presences on various social media platforms that can be accessed via corresponding buttons on our website. If you visit such a presence, personal data may be transmitted to the provider of the social network. It is possible that additional information is processed by the provider of the social network beyond the data you actively enter.

Furthermore, the provider of the social network may process essential data of the computer system from which you access the network, such as your IP address, the processor type used, and the browser version including plug-ins.

If you are logged into your personal user account of the respective network while visiting such a website, the network may associate your visit with that account.

For information on the purpose and scope of data collection by the respective medium, as well as the further processing of your data and your related rights, please refer to the privacy policies of the respective provider, for example at:

Facebook: <https://de-de.facebook.com/about/privacy/>

Google: <https://policies.google.com/privacy?hl=de>

LinkedIn: https://de.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy

Instagram: <https://privacycenter.instagram.com/policy>

XING: <https://privacy.xing.com/de/datenschutzerklaerung>

Our website also contains links to external third-party websites over whose data processing we have no control.

6. Newsletter

Newsletter Data

If you would like to receive the newsletter offered on the website, we require an email address from you as well as information that allows us to verify that you are the owner of the specified email address and that you agree to receive the newsletter. No further data will be collected or only on a voluntary basis. We use this data exclusively for sending the requested information and do not pass it on to third parties.

The processing of the data entered in the newsletter subscription form is carried out exclusively on the basis of your consent (**Art. 6 (1) lit. a GDPR**). The legality of the data processing already carried out remains unaffected by the withdrawal.

The data you provide to us for the purpose of receiving the newsletter will be stored by us until you unsubscribe from the newsletter and will be deleted after you cancel your subscription. Data stored by us for other purposes (e.g. email addresses for the members' area) remain unaffected.

Consent to the storage of personal data that the data subject has given us for the purpose of sending the newsletter can be revoked at any time. For the purpose of withdrawing consent, a corresponding link is included in every newsletter. You may also send us a message at: kundenbetreuung@bew.de oder Telefon: 0201-8406-873 (Marianne Busse).

Rapidmail

BEW gGmbH uses **Rapidmail** to send newsletters. The provider is rapidmail GmbH, Augustinerplatz 2, 79098 Freiburg im Breisgau, Germany.

Rapidmail is a service that can be used, among other things, to organize and analyze the distribution of newsletters. The data you enter for the purpose of receiving the newsletter are stored on Rapidmail's servers in Germany.

If you do not wish your data to be analysed by Rapidmail, you must unsubscribe from the newsletter. For this purpose, we provide a corresponding link in every newsletter message.

Data Analysis by Rapidmail

For analysis purposes, the emails sent via Rapidmail contain a so-called **tracking pixel**, which connects to Rapidmail's servers when the email is opened. In this way, it can be determined whether a newsletter message has been opened.

Furthermore, with the help of Rapidmail we can determine whether and which links in the newsletter message have been clicked. All links contained in the email are so-called **tracking links**, which allow your clicks to be counted. These data are presented in anonymised and aggregated form.

The legal basis for the processing of the data is **Art. 6 (1) lit. f GDPR**.

Further information can be found in Rapidmail's data security information at: www.rapidmail.de/datensicherheit.

7. Plugins and Tools

YouTube

Our website uses plugins from the YouTube site operated by Google. The operator of the pages is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA.

When you visit one of our pages equipped with a YouTube plugin, a connection to the YouTube servers is established. In doing so, the YouTube server is informed which of our pages you have visited.

If you are logged into your YouTube account, you enable YouTube to assign your browsing behaviour directly to your personal profile. You can prevent this by logging out of your YouTube account.

The use of YouTube is in the interest of an appealing presentation of our online services. This constitutes a legitimate interest within the meaning of **Art. 6 (1) lit. f GDPR**.

Further information on how user data is handled can be found in YouTube's privacy policy: <https://www.google.de/intl/de/policies/privacy>.

Google Maps

This website uses the **Google Maps** mapping service via an API. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

In order to use the functions of Google Maps, it is necessary to store your IP address. This information is usually transferred to a Google server in the USA and stored there. The provider of this website has no influence on this data transfer.

The use of Google Maps is in the interest of an appealing presentation of our online services and to make the locations indicated on our website easy to find. This constitutes a legitimate interest within the meaning of **Art. 6 (1) lit. f GDPR**.

More information on the handling of user data can be found in Google's privacy policy: <https://www.google.de/intl/de/policies/privacy/>.

LamaPoll

For conducting online surveys, we use the technology of Lamano GmbH & Co. KG, Prenzlauer Allee 36G, 10405 Berlin, hereinafter referred to as LamaPoll. LamaPoll is a web service used to create and conduct surveys. LamaPoll provides technical infrastructure and software solutions that enable its customers to create, conduct and evaluate secure online surveys. LamaPoll expressly does not engage in trading data, sharing data with third parties, selling data or using it for any other purpose.

As a German company, LamaPoll complies with all requirements of the EU GDPR and the German Federal Data Protection Act (BDSG). The company and server locations are in Germany, and the data centres used have independent TÜV certification in accordance with DIN ISO 27001.

All connections from LamaPoll systems are encrypted according to the current state of the art. End-to-end SSL encryption guarantees maximum protection against interception. Furthermore, LamaPoll places great importance on the secure storage of data: multiple daily backups and redundant mirrored hard drives ensure maximum data security. Penetration tests are regularly carried out by LamaPoll and IS web checks by the BSI – German Federal Office for Information Security.

The purpose of our online surveys is the regular evaluation of our services as well as surveys of our customers in order to assess general customer satisfaction or to conduct opinion surveys aimed at improving our services.

The full privacy policy of lamapoll.de can be found at: <https://www.lamapoll.de/Support/Datenschutz>

8. Data Collection on the Learning Platform BEW2Learn online

The BEW2LEARN online learning platform is based on the learning management system Moodle and serves to support the teaching of our educational programmes in accordance with Art. 6 (1) lit. e GDPR.

When using Moodle, the following data are collected and processed by the system, and cookies are used:

Connection Establishment

IP address, browser type, date, time and type of access.

These data are stored in log files. The data are only visible to the system or course administrator. They are used to generate anonymous usage statistics. The data are deleted as soon as they are no longer required for the purpose for which they were collected. Connection data are automatically deleted after a longer period of inactivity (2 hours). They are not passed on to third parties.

Registration / Login

Access to certain content is only possible after prior registration or login. For this purpose, the following personal data are collected as mandatory information:

- Username
- Password in encrypted form
- Email address
- First name
- Last name
- Place of residence

The collection of additional personal data, such as address, photo or employer, is voluntary and can be deleted by the user at any time. During the registration process, users are informed about the processing of these data. The data are not passed on to third parties.

Use

Learning content is generally used within a virtual course room. In this context, data related to the activities and interactions during use are also collected (e.g. time of access, type of interaction, extent of activity, etc.). These data are usually only accessible to the instructors and the administration. Exceptions are contributions in forums, chats, wikis or group work, which may also be viewed by other course participants.

Usage data are not passed on to third parties, not even in anonymised form.

The data are deleted when the user account is deleted. Users may request the deletion of their user account at any time. An informal letter or email to the **BEW2Learn administrator** at the following address is sufficient: winkler@bew.de.

Cookies

BEW2Learn online uses cookies both for establishing and maintaining the connection for technical reasons. Control of cookies can be managed through the settings of the user's web browser.

9. BEW Online Live Events and Online Live Trainings

For our online events and trainings we use different conferencing software.

Zoom

"Zoom" is a service provided by Zoom Video Communications, Inc., which is headquartered in the United States.

To the extent that you access the Zoom website, the provider of Zoom is responsible for data processing. Zoom can be accessed via the Zoom app or through an internet browser. You only need a link or a meeting ID with a password.

The controller responsible for data processing that is directly related to the organisation and conduct of online events is BEW gGmbH.

Zoom uses cookies and similar technologies that are strictly necessary for the functionality of the website or app. Additional cookies may optionally be set in order to measure, personalise and optimise the use of the service. These cookies are only set after prior consent and can be adjusted at any time. Further information can be found in our privacy policy and in Zoom's cookie policy.

When using Zoom, various types of data are processed. The scope of the data depends in part on what information you provide before or when participating in an online meeting.

The following personal data may be processed:

- **User details:** first name, last name, telephone number (optional), email address, password (if single sign-on is not used), profile picture (optional), department (optional)
- **Meeting metadata:** topic, description (optional), participant IP addresses, device/hardware information
- **Recordings (optional):** MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat. In the recording, your name will not appear in your video image.

- **When dialling in by telephone:** information on incoming and outgoing phone numbers, country name, start and end time. Additional connection data such as the device IP address may also be stored.
- **Text, audio and video data:** you may have the opportunity to use chat, question or polling functions during an online meeting. In this context, the text entries you make will be processed in order to display them in the online meeting and, if necessary, to record them. To enable video display and audio playback, data from the microphone of your device and from any video camera of your device will be processed during the meeting. You can switch off or mute your camera or microphone at any time via the Zoom application.

Since the use of Zoom is an essential component of conducting online events, the legal basis for data processing is Art. 6 (1) lit. f GDPR. Our legitimate interest lies in the effective implementation of online live events and online live trainings. In addition, the legal basis for data processing in the context of online events is Art. 6 (1) lit. b GDPR, insofar as the meetings are conducted within the framework of contractual relationships. In the event that a webinar is recorded, the legal basis is Art. 6 (1) lit. a GDPR.

If a recording is made, the purpose is to provide content for registered participants who were unable to actively participate in the online event at short notice and/or for the follow-up work of our event partners. The participant's consent to a recording is a prerequisite for participation in online or hybrid events. This consent is given by agreeing to the terms and conditions and acknowledging the privacy policy when registering for an event.

The fact that a recording is taking place will also be indicated to you in the Zoom app. All participants have the option to switch off their video and audio signals during the recording.

Personal data processed in connection with participation in online events will generally not be shared with third parties unless such sharing is specifically intended..

Zoom is a service provided by a provider based in the United States. Personal data may therefore also be processed in a third country. The storage of data in the account of XXX gGmbH takes place on servers located within Europe. We have concluded a data processing agreement with the provider of Zoom that complies with the requirements of Art. 28 GDPR. An adequate level of data protection is ensured through the conclusion of the EU Standard Contractual Clauses.

For further details and current information on data protection implemented by Zoom, please refer to Zoom's privacy policy: <https://www.zoom.com/de/trust/privacy/>

Microsoft Teams

We also use the tool "Microsoft Teams" to conduct telephone conferences, online meetings and video conferences. "Microsoft Teams" is a service provided by Microsoft Corporation. Microsoft Teams is part of Microsoft Office 365. Microsoft Office is software developed by Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA.

Microsoft Teams is part of the cloud application Office 365, for which a user account must be created. To the extent that Microsoft Teams processes personal data in connection with Microsoft's legitimate business operations, Microsoft is the respective data controller and is responsible for compliance with all applicable laws.

Note: If you access the Microsoft Teams website, the provider of Microsoft Teams is responsible for data processing. However, accessing the website is only necessary to download the software required to use Microsoft Teams. If you do not wish or are unable to use the Microsoft Teams app, you can also use Microsoft Teams via your browser. In this case, the service is provided through the Microsoft Teams website.

Further information on the purpose and scope of data collection and its processing by Microsoft Teams can be found in Microsoft's privacy policy at: <https://privacy.microsoft.com/de-de/privacystatement>. There you will also find further information about your related rights.

Cisco Webex

We also use Cisco Webex as an additional videoconferencing software. In this context, the personal data of users required for the use of the service are transmitted to Cisco International Ltd. for the purpose of conducting the videoconference.

Cisco Webex services have been certified in accordance with the BSI requirements catalogue "Cloud Computing Compliance Controls Catalogue" (BSI C5). An internal audit process at Cisco ensures C5 compliance for all cloud services. During videoconferences, both the signalling and the communication content are encrypted.

A recording of the videoconference using the recording features of the Cisco Webex Meetings service by BEW will only take place with the consent of the participants and after prior notification. The recordings will be deleted immediately after the purpose of the recording stated in the consent (e.g. preparation of minutes) has been fulfilled.

For further details and current information on implemented data protection measures, please refer to the Cisco Webex privacy policy at: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

10. Changes to This Privacy Policy

We reserve the right to update this privacy policy when necessary in order to adapt it to changes to our website or to legal requirements.

Status: December 2024