

Data Protection Information for ONLINE MEETINGS and WEBINARS via “Zoom” with SERGIO BAMBARÉN // DOLPHIN FILMS & BOOKS.

We would like to inform you below about the processing of personal data in connection with the use of “Zoom”.

Purpose of processing

We use the “Zoom” tool to hold online meetings, video conferences and/or webinars (hereinafter: “Online Meetings”). “Zoom” is a service of Zoom Video Communications, Inc., which is based in the USA.

Responsible Person

The person responsible for data processing that is directly related to the implementation of “online meetings” is SERGIO BAMBARÉN // DOLPHIN FILMS & BOOKS.

Note: If you access the “Zoom” website, the “Zoom” provider is responsible for data processing. However, to use “Zoom”, you only need to visit the website to download the software for using “Zoom”.

If you do not want to or cannot download the “Zoom” software, the basic functions can also be used via a browser version, which you can also find on the “Zoom” website.

Which data is processed?

When using “Zoom” different types of data are processed. The extent of the data also depends on what information you provide before or when participating in an “online meeting”.

The following personal data are the subject of processing:

User details: First name, last name, telephone (optional), email address, password, profile picture (optional), department (optional)

Meeting metadata: topic, description (optional), participant IP addresses, device/hardware information

For recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the online meeting chat.

When dialing in with the telephone: information about the incoming and outgoing phone number, country name, start and end time. If necessary, additional connection data such as the IP address of the device can be saved.

Text, audio and video data: You may have the opportunity to use the chat, question or survey functions in an “online meeting”. In this respect, the text entries you make will be processed in order to display them in the “online meeting” and, if necessary, to record them. In order to enable the display of video and the playback of audio, the data from the microphone of your device and any video camera on the device are processed for the duration of the meeting.

You can switch off or mute the camera or microphone at any time using the “Zoom” applications.

In order to take part in an “online meeting” or enter the “meeting room”, you must at least provide information about your name.

Scope of processing

We use “Zoom” to conduct “online meetings”. If we want to record “online meetings”, you will be informed transparently in advance and – if necessary – asked for your consent. The fact of the recording will also be displayed to you in the “Zoom” app.

If necessary for the purposes of logging the results of an online meeting, the chat content will be logged. However, this will usually not be the case.

In the case of webinars, we can also process the questions asked by webinar participants for the purposes of recording and following up on webinars.

If you are registered as a user with “Zoom”, then reports about “online meetings” (meeting metadata, telephone dial-in data, questions and answers in webinars, poll function in webinars) can be stored with “Zoom” for up to one month.

Recipient/transfer of data

Personal data processed in connection with participation in “online meetings” will generally not be passed on to third parties unless they are intended to be passed on. Please note that content from “online meetings” as well as personal meetings are often used to communicate information with customers, interested parties or third parties and are therefore intended to be passed on.

The provider of “Zoom” necessarily receives knowledge of the above-mentioned data, insofar as this is provided for within the scope of our order processing agreement with “Zoom”.

Data processing outside the European Union

“Zoom” is a service of Zoom Video Communications, Inc. (55 Almaden Blvd, Suite 600, San Jose

The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Protection Officer.

The Data Protection Officer (DPO) of the Commission:

You may contact the Data Protection Officer with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

Email: data-protection-officer@ec.europa.eu

Phone: +32 2 299 11 11

Address: European Commission, CHAR 02/63, 1049 Bruxelles, Belgium

The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the data controller.

Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the European Commission, which have been documented and notified to him. You may access the register via the following link:

<http://ec.europa.eu/dpo-register> .