

Privacy Notices for Webinars, Digital Meetings and Digital Events (Artt. 13, 14 GDPR)

These privacy notices apply to data processing by Volume Graphics GmbH (hereinafter referred to as "Volume Graphics", "we", "us") in connection with the hosting of webinars, digital meetings and digital events (hereinafter collectively referred to as "webinars").

1. Name and Contact Details of the Controller

Controller acc. To Art. 4(7) GDPR is Volume Graphics GmbH. You can contact us at:

Volume Graphics GmbH
Speyerer Str. 4 – 6
69115 Heidelberg
Germany

Phone: +49 6221 73920 60
Fax: +49 6221 73920 88
E-mail: info@volumegraphics.com

Managing directors having power of representation:
Christof Reinhart, Thomas Günther, Christoph Poliwoda

2. Contact Details of the Data Protection Officer

You can contact our Data Protection Officer at:

Volume Graphics GmbH
Data Protection Officer
Speyerer Str. 4 – 6
69115 Heidelberg
Germany

E-mail: privacyofficer@volumegraphics.com

3. Processing Purpose, Legal Basis and Retention Period

Volume Graphics collects the following information from webinar participants:

During the registration process

- > To conduct the webinar, we require the salutation, first name, last name and e-mail address of the participants.
- > On a voluntary basis, you can also tell us which company you work for and what position you hold there.

During the webinar

During the webinar further data can be transmitted via camera and microphone:

- > Image, voice, and likeness, and where applicable, information about the ethnic origin, religion or health, where these result from the visual and/or sound recordings.
- > Further information (if any) disclosed during the webinars via chat, video or telephony. .

The use of camera, microphone and chat are optional and can be controlled by the participants themselves.

If one participant uses a camera and/or microphone, all other participants of the webinar can see and/or hear

him/her. The chat can also be viewed by all webinar participants.

The legal basis for data processing is in this respect

- > For free offers, Art. 6(1)(f) GDPR.
- > For chargeable offers, Art. 6(1)(b) GDPR.

Recording of webinars

Participants are not allowed to record the webinars or take screenshots during the webinars.

If webinars are recorded by Volume Graphics, we will explicitly point this out on the registration page.

The recording is primarily for quality assurance purposes. In addition, some webinars will be recorded to be made available to webinar participants for later retrieval. We will inform you about the details in advance of the registration. If a participant uses a camera and/or microphone during the webinar, he/she can be seen and/or heard in the recording. The chat can also be viewed in the recording.

The legal basis for the recording of webinars is Art. 6(1)(a) GDPR.

Statistics

During and after the webinar, statistical data will be transmitted to Volume Graphics. If you take part in a webinar, ask or answer a question during the webinar, we will receive information about the duration of participation, the interest in the webinar, the question asked or answer, in addition to your registration data, for further customer support or to enhance the user experience.

The legal basis for the compilation and evaluation of statistics is Art. 6(1)(f) GDPR.

Note: You can end the session at any time by hanging up, closing the browser window or closing the program or app.

If your contact person ends the session, your session participation will also be automatically terminated.

4. Data Recipients and Data Transfer to Third Countries

We use various software solutions for the performance of webinars. We will inform you in advance which software will be used for a webinar.

a) GoToWebinar:

GoToWebinar is a desktop software from the U.S. company GoTo Technologies USA, Inc. (formerly LogMeIn, Inc.) for conducting webinars.

Our contractual partner, **GoTo Technologies Ireland Unlimited Company**, The Reflector, 10 Hanover Quay, Dublin 2, D02R573, Ireland, Europe (formerly LogMeIn Ireland Limited, Bloodstone Building Block C, 70 Sir John Rogerson's Quay, Dublin 2, Ireland, Europe) (<https://www.goto.com/-/media/pdfs/legal/contracting-entities/goto-contracting-entities-table.pdf>) will collect and process your data for the execution of the webinars.

The engagement of our service provider GoTo Technologies Ireland Unlimited Company is in our legitimate interest in the professional execution of our webinars. The legal basis for this is Art. 6(1)(f) GDPR.

The processing of data by GoTo Technologies Ireland Unlimited Company is carried out on the basis of a commissioned data processing agreement in accordance with Art. 28 (3) GDPR.

As an international enterprise with headquarters in the USA, GoTo Technologies Ireland Unlimited Company also collects, transfers and processes your personal data outside the European Economic Area ("EEA"). In particular, a data transfer to GoTo Technologies USA, Inc., 320 Summer Street, Boston, MA 02210 USA and its U.S. subsidiaries (Grasshopper Group, LLC, GoTo Communications, Inc., and GoTo Audio, LLC) **cannot be excluded**. According to its own statements, an adequate level of data protection is ensured when personal data is transferred to countries outside the EEA by means of EU standard contractual clauses.

We have concluded the corresponding data processing agreement including the EU standard contractual clauses, the so-called Data Processing Addendum ("DPA") of the GoTo companies with our service provider.

For details on how GoTo handles your information and for further information on GoTo's privacy practices, please see their GoTo International Privacy Policy: <https://www.goto.com/company/legal/privacy/international> and further references.

b) MS Teams

MS Teams is a SaaS solution from the U.S. company Microsoft Corporation for conducting webinars.

For the execution of the webinars we will pass on your registration data to Microsoft.

Please note: Microsoft Corporation is responsible for the provision of software services and the associated data processing within the meaning of Art. 4 No. 7 DS-GVO. The data protection declaration of Microsoft for the service MS Teams can be found here: <https://docs.microsoft.com/en-us/microsoftteams/teams-privacy>.

Microsoft Corporation, One Microsoft Way
Redmond, WA 98052, USA is certified under the EU-U.S. Privacy Shield:
<https://www.privacyshield.gov/participant?id=a2zt0000000013fAAA&status=Active>.

The certification legitimizes the transfer of personal data to the named recipients in the USA, except for employee data.

5. Data Subject Rights

The General Data Protection Regulation grants you the following rights:

a) Right to Information, Art. 15 GDPR i. c. w. § 34 BDSG (German Federal Data Protection Act)
Acc. to Art. 15 GDPR, you have the right to obtain confirmation as to whether or not personal data concerning you is being processed, the right to information about such data and to further information,

e.g. the categories of recipients of your data. The restrictions of § 34 BDSG must be observed.

b) Right to Rectification, Art. 16 GDPR

Where personal data concerning you and retained by us is incorrect, you can obtain its rectification acc. to the 1st sentence of Art. 16 GDPR. Furthermore, you can obtain the completion of your personal data retained by us, 2nd sentence of Art. 16 GDPR.

c) Right to Erasure, Art. 17 GDPR i. c. w. § 35 BDSG

In accordance with Art. 17 GDPR, you can obtain the erasure of personal data concerning you without undue delay. The restrictions of § 35 BDSG apply.

d) Right to Restriction of Processing, Art. 18 GDPR

Acc. to Art. 18 GDPR, you can obtain the restriction of processing of your personal data in the cases specified there.

e) Right to Data Portability, Art. 20 GDPR

Under the prerequisites of Art. 20 GDPR, you have the right to receive the personal data concerning you, which you have provided to us, and to have it transmitted to other controllers.

f) Right to Object, Art. 21 GDPR

Acc. to Art. 21 GDPR, you have the right to object at any time to the future processing of personal data concerning you based on our legitimate interests within the meaning of Art. 6 (1) 1 lit.f GDPR. In particular, you have the right to object to the processing of your data for direct marketing purposes.

g) Right to Withdraw Consent, Art. 7 (3) GDPR

You have the right to withdraw granted consents with effect for the future, Art. 7 (3) GDPR. This does not affect the lawfulness of the processing of your data based on the consent until such withdrawal.

h) Right to Lodge a Complaint, Art. 77 GDPR

Furthermore, without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority acc. to Art. 77 GDPR. Acc. to Art. 19 GDPR, responsibility lies with the supervisory authority of the Land of Baden-Württemberg:

State Commissioner for Data Protection and Freedom of Information

Street address:

Königstraße 10a, 70173 Stuttgart, Germany

Postal address:

P. O. Box 10 29 32, 70025 Stuttgart, Germany

Phone: +49 (0)711/615541-0,

Fax: +49 (0)711/615541-15,

E-mail: poststelle@lfdi.bwl.de

To exercise your rights and for general privacy issues, please send an e-mail to privacy@volumegraphics.com. If you prefer any other communication channel, you can contact us using the specified contact details of the controller.

6. Status and Changes in the Privacy Notes

These privacy notes were last revised in December 2022.

We update our privacy notes from time to time to adapt them to legal developments and to reflect both changes in our company's internal processes.

If we make fundamental changes regarding the collection, use or dissemination of your personal data, we will notify you thereof by e-mail sent to the last e-mail address specified by you, asking for your consent again, if need be.

These changes do not affect your legal rights to information, rectification, restriction, erasure, objection, withdrawal and complaint.

In addition, the data protection information of Volume Graphics GmbH applies:

<https://www.volumegraphics.com/en/f/r/privacy.html>.