

Data protection information for using Cisco Webex as per Art. 13 GDPR

As of: August 2023

The University of Konstanz uses the webconferencing service Cisco Webex for its teaching, research and self-administration activities. This service is used for online courses, exams and meetings in situations where in-person events are not possible or not recommended. We process your personal data (hereafter "data") in line with legal requirements in a transparent manner. This is why we explain in this data protection information which data we process in the context of Cisco Webex, for what purpose we need to do so and what the legal basis is. We also provide you with information about contact persons and your rights.

I. Name and contact details of the data protection officer

The university's data protection officer is:

DDSK GmbH,
Irina Weiß

Email: datenschutzbeauftragter@uni-konstanz.de

Website: [Data protection officer](#)

II. Name and address of the responsible institution

The responsible institution as per the General Data Protection Regulation (GDPR), other national data protection laws of the member states as well as additional data protection regulations is the:

University of Konstanz,
represented by the
Rectorate
Universitaetsstr. 10
78464 Konstanz, GERMANY
Phone: +49 7531 88-0
Email: digitale-lehre@uni-konstanz.de

Website: www.uni-konstanz.de

III. Extent and purpose of data processing

If you take part in an online event at the University of Konstanz via Cisco WebEx, the data you enter during log in will be shared with Cisco WebEx. The amount of additional data processed depends on the data you enter before / during the online event.

If you have a business account with Cisco WebEx, the following data will be shared with Cisco WebEx after registration is complete (log in and confirmation):

- full name (displayed) as well as first and last names in separate fields
- language settings
- department
- work email address
- institution name "University of Konstanz".

The extent of data processed by Cisco WebEx depends on the group a person belongs to. The groups include Cisco WebEx users (user profile, metadata, recordings, content data and call data), persons mentioned during communication (recordings and content data) and staff members in Financial Affairs and the Communication, Information, Media Centre (KIM) (contract data):

Data category	Type of data
User profile	data shared during the log in process such as a name (or alias)
Metadata	topic and length of the meeting, start and end of participation (times), description of meetings (optional), chat status, participants' IP addresses, Mac addresses and other device IDs if applicable, approximate location for the purpose of connecting with the closest computing centre, device/hardware information like device type, operating system and version, client version, type of camera, microphone or loudspeaker, type of connection, etc.
Meeting recordings	mp4 files of all video and audio recordings and presentations, M4A files of all recordings, text file of all files used in meetings, chat histories and audio recordings and other information shared via Cisco WebEx. The participants will be specifically informed about a planned recording (https://www.kim.uni-konstanz.de/en/services/research-and-teaching/video-conferences/).
Content data	chat histories
Phone data (optional)	if applicable: caller's phone number, country, IP address, emergency contact number, start and end time, host name, host email address, Mac address of the device used
Contract data	invoices and purchasing data

Data processing serves the purpose of enabling online communication via web conferencing.

IV. Legal basis for data processing

We use Cisco WebEx services in teaching and general administrative work. The legal basis for processing personal data depends on the area where it takes place.

We process the data of students, other members of the university and other persons who are taking part in courses and meetings. Data processing is required for performing the task in the public interest. In the area of teaching, the legal basis is provided by Article 6 para. 1 sentence 1 lit. e, para. 3 GDPR in connection with § 4 Landesdatenschutzgesetz BW LDSG (state data protection act) and §§ 2, 12 Landeshochschulgesetz LHG (state law on higher education).

We also process the data of staff members as required for them to fulfil their work responsibilities. The legal basis is Article 88 para. 1 GDPR in connection with § 15 para. 1 LDSG and §§ 83 ff. Landesbeamtengesetz BW (state civil service act), as data processing is required for performing the task in the context of the employment relationship.

Data can also be processed in the context of a contract, for example in videoconferences as part of calls for tender, contract negotiations or the fulfilment of contracts, Article 6 para. 1 sentence 1 lit. b GDPR.

V. Storage duration

Even if you do not exercise the rights mentioned below, your data will only be stored as long as required to fulfil the purposes mentioned above. This does not apply if, contrary to this, a longer storage time is mandated by law or is required for legal enforcement within statutory periods of limitation. Even if data is only stored for the aforementioned purposes, the use of such data is limited to the minimum amount required.

If, in exceptional cases, an online event is recorded, the data from the audio and video stream as well as all messages sent via the chat, question or survey functions will be saved and kept afterwards for the period announced before the recording began.

VI. Recipients

Internal recipients are those staff members who need the data to complete their work responsibilities. There may be other recipients in cases where we are legally required to share data.

External recipient and processor of these data is our service provider Connect4Video, contact: NTT Germany AG & Co. KG, Horexstr. 7, 61352 Bad Homburg, email: info_de@nttdata.com.

NTT Germany is a subcontractor providing Cisco WebEx services. While using Cisco WebEx, personal data will be processed outside the EU/EEA.

VII. General information

Please note our general data protection information at the bottom of our website at <https://www.uni-konstanz.de/en/university/general-information/information-on-data-protection/>

Our data protection efforts are continually evaluated and improved upon, which means that this data protection information will also be updated from time to time. The most current version is available on the website for the respective service.

More information about data processing while using Cisco WebEx is available online at: <https://zoom.us/privacy-and-legal>. Please note that this is an external website Cisco WebEx is responsible for and that will collect personal data when you visit it.

VIII. Right to objection as per Article 21 GDPR

You have the right to object to the processing of your personal data at any time for reasons resulting from your particular situation.

In this case we will no longer process your data, unless we can demonstrate compelling reasons for processing that are worthy of protection and outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

IX. Rights of the parties involved

- In accordance with § 15 GDPR, you have the right to request information from the University of Konstanz about any data it saves that is related to your person and/or to have incorrect data corrected as per § 16 GDPR.
- Moreover, you also have the right to have your data deleted (Article 17 GDPR) or the processing of data limited (Article 18 GDPR).
- If you raise an objection while in a contractual relationship with the university, it may

no longer be possible to fulfil the contract.

- To better understand and exercise your data protection rights, please contact our data protection officer by emailing datenschutzbeauftragter@uni-konstanz.de.
- You also have the right to file a complaint with the regulating authority if you believe that the processing and use of your personal data is in violation of the law (Article 77 GDPR). The responsible contact person at the regulating authority is the “Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg” (state commissioner for data protection and freedom of information in Baden-Württemberg) (<https://www.baden-wuerttemberg.datenschutz.de>).