

## **Privacy Policy and terms of use** for the use of Microsoft Teams

### **Responsible in the sense of the data protection law is**

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### **Data protection officer**

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You have received an invitation to teams via Microsoft Outlook from the FKN GROUP (FKN HOLDING GmbH & Co. KG) or one of its subsidiaries. As the responsible party, we would like to inform you in the further course of the handling of your data.

With Microsoft Teams, you can take advantage of an offer from Microsoft Corp. for teamwork in Microsoft 365. This tool provides groups with a central location for innovative work. When using teams, the focus is on simplified communication and the rapid exchange of information. If desired, files, conversations, or the entire desktop can be shared for collaborative use.

#### **1. acceptance of the provider's data protection and usage conditions**

The use of Microsoft teams is subject to the Microsoft Terms of Use and Privacy Policy, which you accept by using them.

Privacy Policy: <https://privacy.microsoft.com/de-de/privacystatement>

Terms of Use: <https://www.microsoft.com/de-CH/servicesagreement/>

#### **2. Data protection regulations**

When using Microsoft teams to communicate with the FKN GROUP, the following privacy policy must be observed. The legal basis for data processing by the FKN GROUP is the legitimate interests in accordance with Art. 6 Paragraph 1 S. 1 lit. b and f of the DS-GVO. Where an order or contractual relationship exists, the FKN GROUP is entitled and obliged to process and store the data. The client and user may at any time issue instructions to waive further use of Microsoft teams and request deletion of the data in the Microsoft cloud.

### **3. Information on the processing and on categories of personal data affected by the processing in the context of the use of teams**

Certain information is already automatically processed when you use teams. We have listed below exactly which personal data is processed:

- Your IP address, which is used to access Microsoft 365 applications.
- Your username (access data to the Microsoft Office 365 applications) Data within the scope of the so-called multi-factor authentication, which you yourself have stored in your Microsoft account (e.g. the mobile phone number).
- Identification features: Information about your person that identifies you as a user, sender and recipient of data within the 365 environments. This includes the following master data: Last name, first name, business contact data such as telephone number, e-mail address, business fax number, if specified. Further data (such as a profile picture you have set up) can also be viewed in your profile at any time. This information is always visible in your profile - but also in Outlook for you - and can be customized.
- Data required for authentication and license use. In the 365 cloud, all user activities, such as time of access, date, type of access, details of the documents and information accessed, and all activities related to use, such as creating, modifying, deleting a document, setting up a team (and channels in teams), taking notes in the notebook, starting a chat, replying in the chat, are processed.

### **4. Job Processor**

Microsoft is an appointed third party as defined by the Data Protection Act and, in accordance with its privacy policy, assures that personal data transmitted via Microsoft teams will not be used for any other purpose than for electronic exchanges with participants and that data security will be guaranteed.

### **5. Data transfer abroad**

Microsoft processes personal data only on servers located in the European Union.

### **6. Data security**

Communication by e-mail, telefax, mobile phone or Internet applications involves risks such as the possibility of viewing the content of the communication, its modification or loss. Microsoft has implemented numerous technical and organizational measures to ensure that the data processed via this service is protected as completely as possible. The data is encrypted as far as possible. However, encryption cannot protect against man-in-the-middle attacks (e.g., in an unprotected WiFi while traveling or in a hotel). Communication via Internet applications involves risks such as the possibility of viewing the content of the message, its modification or loss.

## **7. Disclaimer of liability**

The FKN GROUP disclaims all warranties and liability for itself arising from the use of Microsoft teams and any breach of confidentiality resulting therefrom, to the extent permitted by law. The use is voluntary. Important components of this data protection and usage declaration are also our "Data protection information for customers", which you can download from our website [www.fkn-group.com](http://www.fkn-group.com) under data protection