

Privacy Policy for the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM

According to GDPR (last updated: 03/2024)

This is an English language translation of the existing privacy policy for the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM 2024. This translation has not been officially confirmed and is therefore not legally binding.

1. Collection and storage of personal data and manner and purpose of their use

In order to be able to process your registration for the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM we collect and process the following personal data:

- **Mandatory fields:** participant group, selected colloquium/colloquia, first name, last name, e-mail address, street address, postcode, city, country, consent/refusal for information about future events.
- **Optional fields:** language, form of address, title, company/institution, company/institution, VAT ID number, company/institution, email for invoice, comments.

The data processing takes place exclusively for the purpose of organisation, execution and completion of the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM, so that we can ensure that the event runs smoothly. We use your data as part of the organisation, execution and completion of the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM as follows:

- **Participant management and central event organisation:** Registration, sending of registration confirmation, maintaining the central registration list, management of the (public) list of participants for the purpose of networking, management of the mailing list for information about future events, communication with participants (e-mail address, form of address, if applicable title, last name, first name, if applicable company/institution, selected colloquium/colloquia, participation in the opening event, participant group)
- **Accounting, controlling and invoicing** (if applicable company/institution, form of address, if applicable title, last name, first name, address, country, if applicable VAT ID number, selected colloquium/colloquia, e-mail-address, participant group, if applicable wish to receive invoice by post)
- **Preparation of the attendance list** (form of address, if applicable title, first name, last name, if applicable company/institution, selected colloquium/colloquia, participant group) **and name tags** (if applicable title, first name, last name, if applicable company/institution). If you don't want a name tag, please send a message to bht@grafa.tu-freiberg.de (no later than one week before the event).
- **Evaluation of the event through the use of a questionnaire** (e-mail address). The participation is voluntary and anonymous. The data will be collected and processed independently of your personal data.
- **For the preparation and sending of certificates of attendance** (at your request) (form of address, if applicable title, first name, last name, if applicable company/institution, selected colloquium/colloquia, address).
- **For the documentation of the event by photo and film recordings, which are also used for the public relations work of the BHT – FREIBERGER UNIVERSITÄTSFORUM.**

2. Recipient of your data

The recipient of your data is the central organisation office of the BHT - FREIBERGER UNIVERSITÄTSFORUM for the purpose of participant management and central event organisation, for the accounting, controlling and invoicing, for the preparation of the attendance list and name tags, for the evaluation of the event through the use of a questionnaire, for the preparation and sending of certificates of attendance, for the documentation of the event and for the public relations work of the BHT - FREIBERGER UNIVERSITÄTSFORUM.

In addition, the persons responsible for organising the relevant colloquia have limited access to the following personal data for the purpose of organising and conducting the colloquia (issuing participation documents, keeping attendance lists, issuing public participation lists if necessary (after consent), catering and colloquium planning, sending invitations for future events of the BHT - FREIBERGER UNIVERSITÄTSFORUM if necessary): form of address, if applicable title, first name, last name, if applicable company/institution, selected colloquium/colloquia, participant group, e-mail address, address, consent/refusal to get information on future events).

Furthermore, the employees of the finance department of TU Bergakademie Freiberg and the Hauptkasse Sachsen have limited access to your following personal data for the purpose of invoice management, accounting, verification of payment transactions and controlling: form of address, if applicable title, first name, last name, address, country, if applicable company/institution, if applicable VAT ID number. To create the name tags the employees of the Department 5: Communication (Media Centre) of TU Bergakademie Freiberg also have limited access to your following personal data: if applicable title, first name, last name, if applicable company/institution.

3. Legal basis of processing and duration of storage

Legal basis for access to information about future events of the BHT - FREIBERGER UNIVERSITÄTSFORUM is your consent, cf. Article 6 (1) (a) of the GDPR. Legal basis for the processing of your data for the purpose of networking (public list of participants) is also your consent, cf. Article 6 (1) (a) of the GDPR. It is your decision whether you give this consent(s) or not. If you don't give your consent(s), you will not have any disadvantages concerning the organisation, execution and completion of the 75th BHT – BHT - FREIBERGER UNIVERSITÄTSFORUM.

Legal basis for the data processing concerning the organisation, execution and completion of the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM is Article 6 (1) (b) of the GDPR. You are not obligated to provide your data. Since the provision of your data is required to register for and participate at the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM, it is not possible to register and participate at the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM if you don't provide your data.

Legal basis for the production and processing of photo and film recordings at the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM is Article 6 (1) (e) of the GDPR, in conjunction with § 3 (1) Saxon Data Protection Act, since the public relations work of public authorities and other public bodies belongs to the assigned tasks of these bodies.

We only process your data for as long as it is necessary for the planning, execution and completion of the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM or due to valid legal regulations such as the obligation to preserve records, but no longer than two years after the end of the event, unless barred by compelling reasons (such as the obligation to preserve records). If you agree with the processing of your data to receive information about future events of the BHT - FREIBERGER UNIVERSITÄTSFORUM, we will store your necessary personal data until the revocation of your consent (form of address, if applicable title, first name, last name, e-mail address, if applicable company/institution, address). Any additional personal data will be deleted.

For the purpose of the documentation of the event through photo and film recordings and for public relations work, there will be an unlimited processing and storage of your personal data. If you don't want us to publish photos or films in which you can be seen or want to be removed from publication, please contact bht@grafa.tu-freiberg.de. We will examine your request accordingly.

Further information on the subject of data protection, in particular information about the privacy officer and about the rights to which you are entitled in accordance with the GDPR, can be found in our [privacy policy](#)

4. Additional information - Use of digital services for virtual colloquia

In order to enable location-independent participation, hybrid and virtual colloquia within the framework of the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM 2024 will be broadcast with images and sound in real time on the internet.

The web conference services Zoom and BigBlueButton will be used for this purpose. For the short colloquia 2 „Katalytische Biogas-Methanisierung zur Bereitstellung von Biomethan als Kraftstoff“ and 3 „Wege zur CO₂-neutralen Mobilität durch synthetische Flüssigkraftstoffe“ the use of Microsoft Teams is planned.

Which of these services is used for a colloquium can be found in the information for registered persons.

The data processing that takes place through the use of web conference licences at TU Bergakademie Freiberg is explained below. In addition, contact persons and the rights of those affected are named.

By using these services, those affected agree to the associated processing of their personal data.

It should be noted that TU Bergakademie Freiberg has made default settings for the licences it provides which minimise the processing of personal data as far as possible when using web conference services.

a) Purpose of data processing

Web conference services are used at TU Bergakademie Freiberg in order to ensure teaching and research at the university and thus the fulfilment of university tasks in accordance with the SächsHSFG. Within the framework of the 75th BHT – FREIBERGER UNIVERSITÄTSFORUM, licences for Zoom and Microsoft Teams are used as well as BigBlueButton to enable location-independent participation in hybrid and virtual colloquia.

b) Legal basis for data processing

If personal data of persons who are not in an employment relationship with TU Bergakademie Freiberg are processed for the organisation of or participation in the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM, this is done on the basis of Art. 6 para. 1 p. 1 lit. a) GDPR. Participation in virtual colloquia as part of the 75th BHT - FREIBERGER UNIVERSITÄTSFORUM is voluntary on the part of the participant. The participant consents to the associated data processing.

Insofar as the processing of personal data of employees of TU Bergakademie Freiberg is necessary for the fulfilment of the tasks assigned to them and thus for the implementation of the employment relationship, Art. 6 para. 1 p. 1 lit. b) GDPR in conjunction with contractual requirements serves as the legal basis for the data processing.

c) Scope of data processing

If a user creates his or her own user profile, the user must enter his or her surname, first name, password and e-mail address. On a voluntary basis, users can enter and manage further data (e.g. telephone number, profile picture). It should be noted that, as a matter of principle, owners of a user profile should only provide the data that is required for the respective use.

Participation in an online meeting is also possible without registration/without a user profile. In order to enter a meeting room, it is necessary to enter a participant name. It is not compulsory to enter a clear name; an imaginary name, a sequence of numbers, a combination of numbers and letters or similar is generally sufficient. However, for reasons of participant administration, including in particular comparison with the registration, the invoicing and the issuing of certificates of attendance, it is requested that the participant's full name or other information that identifies the participant for TU Bergakademie Freiberg (e.g. alias known to TU Bergakademie Freiberg, invoice number or identification code).

When dialling in by telephone, data on the incoming and outgoing call number, the country name, the start and real time and other connection data may be collected.

The following meeting metadata are also processed depending on the type of service used: Topic (defined by the organiser), description (optional), participant IP addresses, device/hardware information (information on browser, headphones, webcam, etc.). As a rule, web conference services will not be able to establish a reference to a specific person on the basis of an IP address. However, it is possible to draw conclusions about the internet provider and the region in which the participant is located. Using VPN access, the participant can disguise their IP address.

In addition, video and audio data are processed, as well as all other data to be entered, such as chat entries. It is pointed out that meeting participants who actively use chat or other optional functions agree to the necessary data processing, e.g. that chat entries can be viewed by other meeting participants.

A recording of a meeting is only permitted if none of the meeting participants actively objects to such a recording. Virtual meeting participants will be informed of how to object to the recording before accessing the meeting room.

The default settings of the licences of TU Bergakademie Freiberg are selected in such a way that automatic recording does not take place. If a colloquium is recorded, this is done for the purpose of public relations as an assigned task of authorities and other public bodies in accordance with Art. 6 para. 1 lit. e) of the GDPR in conjunction with § 3 para. 1 of Sächsisches Datenschutzdurchführungsgesetz (Saxon Data Protection Implementation Act). The recordings can be made accessible to the public by TU Bergakademie Freiberg itself (e.g. in the context of scientific reporting), or they can be made available to interested parties for retrieval with the help of third parties (e.g. publicly accessible libraries). Before the public relations measures are implemented, the meeting recording will be edited in such a way that information that allows conclusions to be drawn about the identity of the participants will be removed from the recording as far as possible.

The provision of personal data for the use of web conference services is not required by law. Insofar as the provision of personal data is a mandatory requirement for the creation of a user profile, this results from the services' terms of use. In addition, the default settings for TU Bergakademie Freiberg's licences are selected in such a way that participation in meetings can take place in the most data-saving way possible.

Automated decision-making including profiling pursuant to Art. 22 (1) and (4) GDPR does not take place.

d) Recipients of personal data

At TU Bergakademie Freiberg, personal data that is processed in the context of the use of web conference services is generally only available to those employees who require this data for the performance of their tasks and for the fulfilment of the purpose stated under letter a). This does not apply if TU Bergakademie Freiberg is obliged to pass on the data.

With the BigBlueButton service, all data is stored on servers at TU Bergakademie Freiberg, and only secure transmission protocols are used. No data is passed on to third parties outside TU Bergakademie Freiberg when using BigBlueButton.

A transfer of data takes place when using Zoom or Microsoft Teams on the basis of an order processing relationship with the web conferencing services Zoom and Microsoft Teams.

For Zoom:

To Zoom Video Communications, Inc. with headquarters in San Jose, California/USA.

Contact details Zoom Video Communications, Inc:

Zoom

San Jose Headquarters

55 Almaden Boulevard, 6th Floor

San Jose, CA 95113, USA

Tel.: +1.888.799.9666

E-mail: info@zoom.us

Contact details Zoom Video Communications, Inc. within Europe:

Zoom France

33 rue Lafayette

75009 Paris, France

Tel.: +33.800.94.64.64

E-Mail: info@zoom.us

The transfer of data to Zoom Video Communications, Inc. is based on standard data protection clauses approved by the EU Commission (Art. 46 para. 2 lit. c) GDPR).

In addition, Zoom Video Communications, Inc. works with various subcontractors as part of the provision of services, provided that they offer sufficient guarantees that appropriate technical and organisational measures are in place to ensure data processing in compliance with legal requirements. A list of subcontractors is available at the following link: <https://zoom.us/de-de/subprocessors.html>.

For Microsoft Teams:

To the Microsoft Corporation with headquarters in Redmont, Washington, USA.

Contact details Microsoft Corporation:

Microsoft Corporation

One Microsoft Way

Redmond, WA 98052-6399

USA

Contact details of Microsoft in Europe:

EU Data Protection Officer

Microsoft Place

South County Business Park

Leopardstown, Dublin 18, Ireland

Tel.: +353 1 706 3117.

The transfer of data to the Microsoft Corporation is based on standard data protection clauses approved by the EU Commission (Art. 46 para. 2 lit. c) GDPR).

In addition, the Microsoft Corporation works with various subcontractors as part of the provision of services, provided that they offer sufficient guarantees that appropriate technical and organisational measures are in place to ensure data processing in compliance with legal requirements. A list of subcontractors is available at the following link:

https://servicetrust.microsoft.com/ViewPage/TrustDocumentsV3?command=Download&downloadType=Document&downloadId=ede6342e-d641-4a9b-9162-7d66025003b0&tab=7f51cb60-3d6c-11e9-b2af-7bb9f5d2d913&docTab=7f51cb60-3d6c-11e9-b2af-7bb9f5d2d913_Subprocessor_List

e) Storage of personal data

The personal data processed through the use of web conference services will only be stored for as long as is necessary for the fulfilment of the purpose. This does not apply if a longer storage or retention period is required by law or necessary for legal enforcement. If a colloquium is recorded, this recording will be stored indefinitely and it may be publicly accessible (see point 4, letter d).

The user can delete user profiles independently. User profiles that were created within the scope of a licence of TU Bergakademie Freiberg are to be deleted as soon as they are no longer required for the fulfilment of the purpose, at the latest when the user leaves TU Bergakademie Freiberg.

f) Rights of data subjects

If personal data are processed through the use of web conference services, each of the natural persons affected by this are generally entitled to the following rights in accordance with the GDPR vis-à-vis TU Bergakademie Freiberg.

Right to information, Art. 15 GDPR

Right to rectification, Art. 16 GDPR

Right to deletion, Art. 17 GDPR

Right to restriction of processing, Art. 18 GDPR

Right to information, Art. 19 GDPR

Right to data portability, Art. 20 GDPR

Right to object, Art. 21 GDPR

Right to withdraw consent, Art. 7(3) GDPR (in the case of processing based on consent).

If a data subject wishes to exercise one or more of the above rights, please contact:

Technische Universität Bergakademie Freiberg

Medienzentrum/E-Learning

Prüferstraße 1

09599 Freiberg

E-Mail: elearning@tu-freiberg.de

The data protection officer of TU Bergakademie Freiberg will check whether the data subject is actually entitled to the asserted right in the specific individual case.

In addition, the data subject has the right to lodge a complaint with a supervisory authority, Art. 77 GDPR.

Further information on data protection can be found at the following links:

Zoom: <https://zoom.us/docs/de-de/privacy-and-legal.html>

Microsoft Teams: <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>