

Data Protection and Copyright Statement for Recordings using Microsoft Teams and Zoom

WU (Vienna University of Economics and Business) is committed to protecting your personal data. Your personal data are kept confidential and processed in accordance with the provisions of the applicable data protection laws. In fulfillment of our obligation to provide information pursuant to Articles 13 and 14 of the General Data Protection Regulation (GDPR), we would like to inform you about the types of personal data that are processed in connection with the recording of online and hybrid meetings held using Microsoft Teams and Zoom.

CONTACT INFORMATION

You can contact us at:

Controller:

WU (Vienna University of Economics and Business), Welthandelsplatz 1, 1020 Vienna

Contact:

studentsupport@wu.ac.at

Data Protection Officer:

WU (Vienna University of Economics and Business)
c/o Data Protection Officer

Welthandelsplatz 1, AD building, 1020 Vienna
datenschutzbeauftragter@wu.ac.at
datenschutz@wu.ac.at

WHICH TYPES OF PERSONAL DATA ARE PROCESSED?

For recordings made during online and hybrid meetings, we process the data we receive from the respective video conferencing tool (Microsoft Teams or Zoom). This can include the following data categories:

Name; image, audio, and video data of you; text messages (if you use the tools' comment or messaging features); contents presented and/or discussed at the meeting (presentations, texts, images, etc.); account data (if you are logged in to Microsoft Teams or Zoom with your account)

FOR WHICH PURPOSES DO WE PROCESS YOUR DATA?

We record online and hybrid meetings only as required by extraordinary circumstances. The purpose of recording meetings is to allow people who live in a different time zone or who may not be able to attend due to caregiving responsibilities, work-related scheduling conflicts, or other plausible reasons the opportunity to view the meeting at a later time. A further purpose of the

recordings is to make it possible or at least easier for people to participate in events under the extraordinary circumstances caused by the COVID-19 pandemic.

We may also record online and hybrid meetings containing particularly relevant teaching materials and which are in the format of a lecture without discussion, to allow participants to refer to the contents again later.

Participants will in any case be explicitly notified if an online or hybrid meeting is being recorded.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR DATA?

- Art. 6 (1) item e of the GDPR – performing the statutory tasks of a university; especially to ensure the right to education pursuant to Art. 14 of the Charter of Fundamental Rights of the European Union, freedom of study pursuant to § 2 of the Universities Act, and the right of students to attend the courses necessary for the achievement of their educational goal pursuant to § 59 of the Universities Act

DOES THE PROCESSING INVOLVE ANY AUTOMATED DECISION-MAKING (PROFILING)?

No, no automated decision-making (including profiling) is involved.

ARE YOU OBLIGATED TO PROVIDE YOUR PERSONAL DATA?

If you are participating in a recorded meeting, you of course have the option of turning off your camera and microphone at any time. The use of the chat feature is also voluntary. If you are attending a hybrid meeting in person and want to make sure that none of your data (for example your voice in the background when you ask a question) is recorded, please ask the person in charge of the event about appropriate ways to avoid having your data recorded.

WHO HAS ACCESS TO YOUR DATA?

To allow users to view the recordings at a later date, we give everyone who was signed up to attend the event access to the recordings.

As a general rule, we do not transmit your data to any third parties. In individual cases, however, it may be necessary to transmit the data to external processors commissioned by WU to meet the purposes specified above. We select our processors carefully and conclude data processing agreements that obligate them to process your data in accordance with the applicable legislation.

To facilitate the virtual participation in and recording of online and hybrid meetings, we use the video conferencing systems provided by Zoom Video Communications Inc. (Zoom) and Microsoft (Microsoft Teams), both with registered offices in the USA. We transfer your data based on standard data protection clauses pursuant to Art. 46 (2) item c of the GDPR. If you have any questions, please don't hesitate to contact us.

HOW LONG DO WE STORE YOUR DATA?

We will store the data processed as part of the recording only for as long as necessary for the express purpose for which the recording was made, but in the case of courses, no longer than until the end of the course (including the repeat exam dates in the following semester).

WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

As a data subject in the context of these data processing operations, you have the following rights vis-a-vis WU: information and access, rectification, deletion, restriction of data processing, data portability, and objection. As a data subject, you also have the right to file a complaint with the Austrian Data Protection Authority. Further information on your rights as a data subject is available at <https://www.wu.ac.at/en/datenschutz/betroffenenrechte>.

Copyrights and personality rights

By participating in a recorded online or hybrid meeting on Microsoft Teams and Zoom, you are explicitly giving your consent that WU may record all of your contributions to the meeting, especially:

- Image, audio, and video data of you; text messages (if you use the tools' comment or messaging features); contents presented and/or discussed at the meeting (presentations, texts, images, etc.); account data (if you are logged in to Microsoft Teams or Zoom with your account)

At the same time, limited to the purposes specified in the Data Protection Statement and for the complete duration of the event (including repeat exam dates in the following semester) and the duration of all purposes associated with the recording, you grant WU a limited license to use, reproduce, distribute, edit, and, in particular, make this content available interactively (especially on learning platforms) to the event participants.