
SoundPLAN GmbH

Data protection declaration for Online-Events

Document version July 2023



SoundPLAN GmbH | Etwiesenberg 15 | 71522 Backnang
Telefon +49 (0) 7191 9144-0 | Fax -24 | mail@soundplan.de

1. Basics

This data protection declaration is intended to inform about the type, scope and purpose of the collection and use of personal data by SoundPLAN GmbH in relation to online events.

SoundPLAN GmbH takes the protection of personal data very seriously and treats it confidentially and in accordance with legal regulations. As new technologies and the constant further development of data processing procedures and methods may result in changes to this data protection declaration, we recommend that you read the data protection declaration again at regular intervals.

Definitions of the terms used (e.g. "personal data" or "processing") can be found in Art. 4 of the GDPR.

2. How to contact us

SoundPLAN GmbH is responsible for the collection and processing of your personal data and thus also for compliance with data protection regulations. Our contact details are as follows:

Responsible according to GDPR

Dipl.-Math (FH) Michael Gillé (Managing Director)

Dipl.-Ing. (FH) Jochen Schaal (Managing Director)

SoundPLAN GmbH

Engineering office for software development, noise protection & environmental planning
Etwiesenberg 15
71522 Backnang

Phone: +49.7191.9144-0

Fax: +49.7191.9144-24

E-Mail: mail(at)soundplan.de

Data Protection Officer of SoundPLAN GmbH (external)

Mustafa Vural

Hopp + Flaig PartG mbB

Beratende Ingenieure

Neue Weinsteige 69/71

70180 Stuttgart

Phone: +49.711.3206570

E-Mail: vural[at]hopp-flaig.de

3. Purpose of data collection

ClickMeeting

We use ClickMeeting to conduct online events such as video conferences and webinars (hereinafter: "Online Events"). ClickMeeting is a service of ClickMeeting Sp. z o. o., which has its registered office in Poland. When accessing the ClickMeeting website, the ClickMeeting provider is responsible for data processing.

When you use ClickMeeting, various types of data are processed. In this context, the scope of the data also depends on the data you provide before or during participation in an "online event". Categories of data types concerned may be: user details (first name, last name, phone, email address, etc.), meeting metadata (e.g. topic, description, participant IP addresses, device/hardware information, access times), content data (e.g. text, audio and video data). You also have the option to use the chat function in the "Online Events". In this respect, the text entries you make are processed in order to display them in the "Online Events" and, if necessary, to log them.

Microsoft Teams

We use Microsoft Teams to conduct telephone conferences, online meetings, and video conferences (hereinafter: "Online Meetings"). Microsoft Teams is a service of Microsoft Corporation, which is headquartered in the USA.

When using Microsoft Teams, various types of data are processed. The scope of the data also depends on the data you provide before or during participation in an "online meeting". Categories of data types concerned may be: User details (first name, last name, phone, email address, etc.), meeting metadata (e.g. topic, description, participant IP addresses, device/hardware information, access times), content data (e.g. text, audio and video data). When necessary for the purposes of logging the results of an online meeting, we will log chat content. However, this will generally not be the case.

LamaPoll

LamaPoll is used to design, administer, conduct and analyze online surveys in connection with online events.

LamaPoll sets the following cookies on participants' devices:

Session cookie

- Type of processing: when answering a survey, a session cookie is set on the participant.
- Purpose of processing: The session cookie is used to recognize an ongoing participation and to provide a smooth survey process (correct questions, pages and submitted answers as well as assignment of the current participation).

- Deletion of data: deletion takes place when the browser is closed.

CSRF token

- Type of processing: when answering a survey, a CSRF token is set on the participant's device.
- Purpose of processing: to protect the participant's data from cross-site query forgery (<https://de.wikipedia.org/wiki/Cross-Site-Request-Forgery>).
- Data deletion: deletion occurs when the browser is closed.

In addition, device identification data is transmitted to the operator of LamaPoll:

- Type of device: desktop, mobile, tablet, etc.
- Operating system: Windows, Linux, Mac, iOS, Android, etc.
- Browser: Chrome, Internet Explorer, Safari, Firefox, Opera, etc.
- Manufacturer of the device
- Device name

This data is processed by LamaPoll and assigned to the participants of the online event and transmitted back to us. This allows us to further evaluate the participants of a questionnaire, to group and filter results and to control and individualize questionnaires.

If errors occur during participation, these are sent to the LamaPoll server. Depending on where and which error occurred, this can be the following data: URL called (includes survey name), headers sent (includes UserAgent, and hence, operating system/device/browser, as well as referrer information), and user input. The purpose of the processing is troubleshooting. The deletion period of this data is 14 days.

4. Legal basis and statement of legitimate interest

If a contract has been concluded between you and us regarding the participation and implementation of an online event, the processing is based on Art. 6 (1) lit. b) DS-GVO.

If you have registered to participate in an online event on your own initiative, the processing is carried out on the basis of voluntary involvement in accordance with Art. 6 (1) a) DS-GVO.

In addition, we process the data on the basis of a legitimate interest pursuant to Art. 6 (1) (f) DS-GVO. This is the case if the processing is, for example, to process results according to needs or to eliminate errors in order to properly carry out the online event.

5. Internal and external forwarding of your personal data

Your personal data will only be passed on internally within the scope of the purposes defined under point 3 of this data protection declaration in accordance with the principle of data economy and other principles of data protection. This also applies to external disclosure. For this purpose, order processing contracts have been concluded with the

external partners, which comply with the requirements of Art. 28 DS-GVO.

External partners to whom data is passed are:

- ClickMeeting: ClickMeeting Sp. z o.o., Grunwaldzka 413, 80-309 Gdansk, Poland.
- Microsoft Teams: Microsoft, Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland.
- LamaPoll: Lamano GmbH & Co. KG, Frankfurter Allee 69, 10247 Berlin, Germany

In addition, in rare cases, external disclosure of your personal data may also occur under the following circumstances:

- if applicable, in the context of clarifying incidents and providing evidence, a transfer to investigating authorities may take place
- possibly in the context of other legal obligations.

No other explicit external disclosure of your data will take place..

6. Transfer of your data to a third country (outside the European Union) or an international organisation

We do not transfer your personal data to an EU third country or an internationally active organisation. Should this be necessary, we would inform you in advance and ensure all necessary measures to maintain an appropriate level of data protection.

7. Storage period and deletion of your personal data

The legislator has issued a large number of retention periods, which we observe with the greatest care and seek advice in order to comply with these obligations. In this context, we will only store your personal data for as long as this is permitted by the defined purpose or as prescribed by law for reasons of proof. Should we wish to store your data for longer than described above, we would have this confirmed by you within the framework of a voluntary declaration of consent.

Unless otherwise specified in Chapter 3, the storage period for the data is 30 days.

8. Your rights

In principle, you have the following rights with regard to your personal data under certain conditions:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 DSGVO)
- Right to erasure (Art. 17 DSGVO)
- Right to restriction of processing (Art. 18 DSGVO)
- Right to data portability (Art. 20 DSGVO)
- Right to object (Art. 21 DSGVO)
- Right to withdraw consent (Art. 7 DSGVO para. 3).

In individual cases, it must then be checked whether the necessary conditions are present.

Right of complaint to the supervisory authorities

If you believe that the processing of your data violates data protection law or your data protection rights have otherwise been violated in any way, you are free to complain to the supervisory authority.

The supervisory authority responsible for us:

- State Representative(s) for Data Protection and Freedom of Information Baden-Württemberg
- <https://www.baden-wuerttemberg.datenschutz.de/>

9. Mandatory supply of your personal data and possible consequences of refusal to supply

For the fulfillment of our contractual service, e.g. conducting online events, we need the personal data collected from you. Without this personal data, the performance of online events is not possible.

10. Automatic decision making and profiling

There is no automated decision-making in relation to your person. Likewise, no "profiling" is carried out with the help of the personal data collected from you.

11. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will inform you in advance in detail and transparently. In this case, we will of course provide you with all the information required by law. If the change of purpose involves the processing of personal data based on the legal basis of a voluntary declaration of consent, we will inform you accordingly and ask you for your formal consent.

12. Open questions, complaints or suggestions

You are welcome to contact us with any questions, complaints or suggestions regarding data protection. If required, you are welcome to contact our data protection officer (see item no. 2 of this data protection declaration).

Stand: 01.07.2023