



Europäische Schule RheinMain
The European School

Europäische Schule RheinMain gGmbH
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Europäische Schule RheinMain gGmbH / Theodor-Heuss-Straße 65 / 61118 Bad Vilbel

March 2021

Data Protection Declaration MS Teams

As a result of the corona pandemic, we were very quickly forced to provide the children with learning content at home and to enable part of the lessons with the help of digital tools. The European School RheinMain gGmbH (hereafter ESRM) has chosen to use Microsoft Teams.

Below, ESRM provides information about the processing of personal data in connection with the use of Teams.

Purpose of processing

The purpose of processing is the organisation of homework, provision of learning content and general communication with the students when they cannot be at school. Other purposes are the implementation of telephone and video conferences for communication and information distribution, chatting and the distribution of information and documents.

Responsibility

The European School RheinMain gGmbH, Theodor-Heuss-Str. 65, 61118 Bad Vilbel, is responsible for data processing in the context of the use of Teams.

Which personal data is processed?

User Information: first name, last name, school email address,

Meeting Metadata: Topic, participants IP addresses, hardware information

Recordings (optional): MP4 file of all video, audio and presentation recordings, file with audio recordings, text file with chats.

Phone dial-in: incoming and outgoing phone number, country name, start and end time, IP address

Scope of processing

We use Teams to achieve the above-mentioned purposes. If a recording is made, we will inform you transparently in advance and ask for your consent if necessary. In case of a recording this will be indicated. In this case the questions of all participants will be processed in the follow-up.

Lawfulness of Processing

The legal basis for data processing in the use of Teams is Art. 6 para. 1 lit. b) GDPR. Processing shall be lawful only if and to the extent that at least one of the following applies:

the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

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processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Recipients / passing on of personal data

Personal data processed in connection with participation in Teams meetings etc. will not be passed on to third parties unless they are intended to be passed on from the start.

Data protection officer

If you have any questions, please contact our data protection officer Mr. Rudolf Fiedler at info@dataprotectionpartner.de.

Rights of the data subject

You are entitled to the rights under Art. 12 to 22 GDPR (Rights of the data subject).

Right to complain to the supervisory authority

Complaints can be submitted to the Hessian Officer for Data Protection and Freedom of Information: P.O. Box 3163, 65021 Wiesbaden.

Notices of amendment

These notices are subject to constant amendment.

_____ Name and class of student

_____ Place, date

_____ Legal guardian signature

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