

Supplementary notes on data protection

General notes and mandatory information

During your visit to our website and your participation in our event, various data, including personal data, will be collected. We handle your personal data (as defined under Art. 4 (1) GDPR) confidentially and in compliance with the statutory data protection provisions.

Controllers

The persons responsible for the recording of data are:

Gottfried Wilhelm Leibniz University
Hannover
Welfengarten 1
30167 Hannover

Tel. +49 511 762 – 0
Fax +49 511 762 – 3456
www.uni-hannover.de

and the

Bundesrechtsanwaltskammer (BRAK)
[Federal Bar Association]
Littenstraße 9
10179 Berlin

Tel. +49.30.28 49 39 – 0
Fax +49.30.28 49 39 -11
datenschutz@brak.de

as joint controllers within the meaning of Art. 26 (1) GDPR.

The Leibniz University Hannover and BRAK have concluded an Agreement concerning the data processing for which they are jointly responsible. You can find its essential contents here.

Contact details of our data protection officers

1. The data protection officer at the University of Hannover:

<https://www.uni-hannover.de/de/universitaet/organisation/praesidialstab-und-stabsstellen/datenschutz/>

E-mail: datenschutz@uni-hannover.de

2. Data protection officer at BRAK:

<https://mb-datenschutz.de>. May we ask you in questions related to data protection to contact BRAK in the first instance: datenschutz@brak.de.

How do we record your data?

On the one hand, your data is automatically recorded by the IT systems used when you visit the website. This is primarily technical data (e.g. Internet browser, operating system or the time of day when the site was visited). This data is recorded automatically as soon as you enter our website.

Further data is collected by your communicating the same to us. This may, for instance, relate to data which you enter in a contact form (e.g. name and contact details).

Which data do we record and which files are stored on your computer?

When you visit this website

When you visit this website, personal data is collected pursuant to Art. 6 (1) (f) GDPR so as to enable the website to be made available and function correctly. You will find the details under the [Privacy Policy of the University of Hannover](#).

When you register for an event

The data entered in the registration form for registration at a certain event will be stored pursuant to Art. 6 (1) (b) GDPR and Art. 6 (1) (e) and (3), Section 3 BDSG [*Bundesdatenschutzgesetz – Federal Data Protection Act*] in combination with Section 177 (2), no. 4, BRAO [*Bundesrechtsanwaltsordnung – Federal Act governing the Profession of Lawyers*] up until the date of the event or up until completion of the organisational tasks associated with your participation at the event (e.g. subsequent collection of registration fees). Mandatory statutory provisions - in particular relating to retention periods - remain unaffected.

You will find further information on data processing in connection with participation in events in the [BRAK Privacy Policy](#).

When holding an event using ZOOM

We should like to inform you below about the processing of personal data in connection with the use of ZOOM.

Purpose of the processing

We use the tool ZOOM in order to hold telephone conferences, online meetings, video conferences and/or webinars (hereinafter: "Online Meetings"). ZOOM is a service provided by Zoom Video Communications, Inc., which has its base in the USA.

Deviating responsibility upon access to the Zoom website

BRAK and the Leibniz University Hannover are jointly responsible for the data processing for the purpose of holding the conference, the meeting or the webinar.

In contrast, where you access the ZOOM website, it is ZOOM's provider which is responsible for the data processing. However, access to the website to use ZOOM is only necessary in order to download the software (app) for the use of ZOOM. In order to participate in our ZOOM meetings, you need only enter the respective meeting ID and possibly further access data concerning the meeting directly

in the ZOOM app. If you do not wish or are unable to use the ZOOM app, the basic functions are also usable via a browser version which you can likewise find on the ZOOM website.

On the ZOOM website, the usual data necessary for the provision of the website is processed. If you issue ZOOM with corresponding consent or you register with ZOOM (neither is necessary for participation in our Online Meetings!) additional data may also be processed. You can find further details in the ZOOM Privacy Policy.

Which data is processed?

In connection with the use of ZOOM, various types of data are processed. The scope of the data also depends on which data you provide before or during participation in an "Online Meeting".

The following personal data is the subject matter of the processing:

Details of the user:

- **First name and surname** (the name field needs to be completed for technical reasons. If you do not wish to use real names, please use aliases),
- Telephone (optional),
- E-mail address, password (if "single-sign-on" is not used),
- Profile picture (optional),
- Section (optional).

Registration with ZOOM is not necessary for participation in our events or conferences.

Meeting metadata: Topic, description (optional), participant IP addresses, information as to the device /hardware

In the case of recordings (optional): MP4 file of all video, audio and presentation recordings, M4A file of all audio recordings, text file of the Online Meeting chat. If we wish to record Online Meetings we will notify you of this transparently in advance and – in so far as necessary - request your consent. The fact of the recording will also be displayed in the ZOOM app.

In the case of dial-in by telephone: Details of the incoming and outgoing phone number, country name, time of the start and end of the call. In certain cases, further connection data such as e.g. the IP address of the device may be stored.

Text, audio and video data: You may have the possibility of using the chat, question or survey functions in an "Online Meeting". In this connection, the text entries you have made will be processed in order to display these in the "Online Meeting" and, as appropriate, to record the same. In order to enable the video to be displayed and the audio to be reproduced, the data from the microphone of your end device and also from any video camera in the end device will be correspondingly processed throughout the duration of the meeting. You can yourself at any time switch off the camera or microphone or switch it to mute mode using the ZOOM applications.

Scope of the processing

We use ZOOM in order to hold Online Meetings, conferences and webinars.

Where it is necessary for the purposes of the documentation or post-processing of results of an Online Meeting, we will record the contents of the meeting or chat.

In the case of webinars, we may also record the questions asked by the webinar participants for purposes of the documentation and post-processing of webinars.

Where, as is the usual case, no recording is made, all data will be erased promptly following the meeting, connection data (IP addresses) no later than after 7 days.

If you are registered with ZOOM as a user, reports on the Online Meetings (meeting metadata, data concerning the telephone dial-in, questions and answers in webinars, survey function in webinars) may be stored at ZOOM for up to one month. **Registration is not necessary in order to participate in our events.**

The possibility of a software "attention monitoring" ("attention tracking") existing in "Online Meeting" tools such as ZOOM is always deactivated on our side.

Legal bases of the data processing

The legal basis for the data processing carried out in connection with a video conference is, depending on the nature of the event or conference, Art. 6 (1) (e) GDPR in combination with Section 3 BDSG and Section 177 (2), no.4, (representation of interests), (6) (promotion of further training) and (7) (support in electronic communication) BRAO, Art. 6 (1) (f) GDPR (safeguarding of legitimate interests of BRAK), Art. 6 (1) (a) GDPR (in the case of any consent issued e.g. for the recording) or Art 6 (1) (b) GDPR (if you have concluded a participation contract with us).

Recipients / Forwarding of data

ZOOM's provider will necessarily receive knowledge of the above-mentioned data in so far as this is provided for within the scope of our commissioned data processing contract with ZOOM.

Please note that certain of our conferences and webinars are open to an unlimited circle of participants and/or are streamed via our websites. If you participate in such events through an audio or video clip or otherwise by providing details of your name, this is visible for all participants or viewers.

Data processing outside the EEA?

ZOOM is a service offered by a provider from the USA. We have configured ZOOM in such manner that both the live traffic in connection with the holding of the conference and also all dormant data is stored and processed in the European Union; thus, in connection with participation in our Online Meetings no data is processed outside the EEA.

Supplementary hereto, we have, in the event that data is nevertheless transferred to the USA in any individual case, concluded so-called EU standard contract clauses and, by means of additional settings such as the selection of European data processing centres, the storage of dormant data in the Zoom EU cluster and also, where possible, an end-to-end encryption, ensured that a level of data protection comparable to the European standard is guaranteed.

Naturally, we have also concluded a commissioned data processing contract with ZOOM's provider pursuant to Art. 28 GDPR.

For what purposes do we use your data?

The data is collected in order to guarantee the provision and correct functioning of the website and to hold the event.

We provide further details in the following sections, and also, in regard to the operation of the website, [here](#).

What rights do you have under the GDPR?

The GDPR has the objective of ensuring that you, as the data subject, retain the maximum control possible over your personal data. Data is deemed to be personal data where you, as a person, can be identified, directly or indirectly, by reference to the same. In order that you may effectively exercise the control over your data, you have the following rights vis-à-vis ourselves:

the right of access to information under Article 15 GDPR,

the right to rectification under Article 16 GDPR,

the right to erasure under Article 17 GDPR,

the right to restriction of processing under Article 18 GDPR,

the right to object under Article 21 GDPR.

the right to lodge a complaint with the supervisory authority under Article 77 GDPR should you consider that we are unlawfully processing your data.

The competent supervisory authority for the **Leibniz University Hannover** is the Lower Saxony Commissioner for Data Protection and Freedom of Information, [Niedersächsische Beauftragte für Datenschutz und Informationsfreiheit](#). The competent supervisory authority for **BRAK** is the Commissioner for Data Protection and Freedom of Information, [Bundesbeauftragte für Datenschutz und Informationsfreiheit](#).

The right to data portability under Art. 20 GDPR would only be relevant in connection with your visit to our website if you had the possibility of entering a profile (e.g. applicant profile, member profile or such like) or of entering corresponding information about yourself. No such possibility exists.

You can find the General Privacy Policy of the University of Hannover here: <https://www.uni-hannover.de/de/datenschutzerklaerung/>

You can find the General Privacy Policy of BRAK here: <https://www.brak.de/service/impressum-datenschutz/>
