

Data Protection Declaration – Information on the Processing of Personal Data While Using Communication and Collaboration Tools Provided by Cisco Systems, Inc.

(Version of this data protection declaration on the aforementioned processing: 3.0 of 11/13/2023)

With this data protection information, Hochschule Bielefeld – University of Applied Sciences and Arts (hereinafter "HSBI") meets the duty to supply information in accordance with Articles 13, 14 of the EU General Data Protection Regulation (EU GDPR) for the aforementioned processing of personal data.

With regard to the terms used below, "personal data," "processing," "controller," "third party" etc., we refer to the definitions in Article 4 of the EU GDPR.

Purpose of the processing

Procurement and use of the video conferencing and webinar solution provided by Cisco Systems, Inc., as a tool for teaching, research and administration in online meetings and webinars (hereinafter "online meetings"). This includes the use of the licensed products and services, the provision of updates, ensuring information security as well as technical and customer support. The softphone functionality, i.e. telephony via an Internet-enabled end device (PCs, notebooks, etc.), is also provided, but data is not transmitted to the provider Cisco.

Contact information

Hochschule Bielefeld – University of Applied Sciences and Arts (HSBI), a legal entity under public law financed by the German federal state North Rhine-Westphalia, is the controller responsible for the processing of personal data. It is represented by its president, Prof. Dr. Ingeborg Schramm-Wölk.

Contact information of the controller

Hochschule Bielefeld –
University of Applied Sciences and Arts
Die Präsidentin
Interaktion 1
33619 Bielefeld
Germany

Telephone: +49 521 106-7701

Website: www.hsbi.de

Contact person

Name: Michael Korff

E-mail: michael.korff@hsbi.de

Telephone: +49 521 106-7719

Website: www.hsbi.de

Contact details of the data protection official

The data protection official can be contacted through the controller's postal address or as follows:

E-mail: datenschutzbeauftragte@hsbi.de

Telephone: +49 521 106-7743

Website: <https://www.hsbi.de/datenschutzbeauftragte>

Processed personal data and purposes

In the context of online meetings, the following personal data are collected and processed for the following purposes:

• Registration information

Registration with the provider Cisco takes place via the university's Identity Management (IDM) using the SAML procedure. Registration is only necessary if you wish to conduct online meetings yourself; registration is not required to participate in online meetings. When you initiate registration, the following data will be transmitted from HSBI to the provider Cisco Systems:

- First name
- Surname
- University e-mail address

After successful registration, a unique user ID (UUID) is sent back to the IDM by the provider. This UUID is stored in the IDM of the university with reference to your personal data.

- **Host and usage information**

- IP address
- User agent identifier
- Hardware type
- Operating system type and version
- Client version
- IP addresses along the network path
- MAC address of the endpoint (if applicable)
- Service version
- Actions taken
- Meeting session information (title, date and time, frequency, average and actual duration, number, quality, network activity and network connectivity)
- Number of meetings
- Number of screen sharing and non-screen sharing sessions
- Number of participants
- Host name
- Screen resolution
- Join method
- Performance, troubleshooting and diagnostic information.

Hosting and usage information is processed for the purpose of diagnosing technical problems and responding to customer enquiries, as well as for performing analytics and statistical analysis in aggregate form to improve the technical performance of the services. A more accurate understanding of how the service is used also falls within the purpose of this processing.

- **User-generated information**

- Meeting and call records
- Uploaded files

User-generated information is processed for the purpose of providing offers in the service as optional components, which include meeting recording and file sharing.

- **Softphone functionality**

Data from the use of the softphone is not transmitted to the provider Cisco, but is processed by the operator of the telephone system, Bielefeld University. Please note that the telephony metric has no effect on communication using the Cisco Webex software.

Legal basis for data processing

Insofar as personal data of HSBI employees are processed, this is done on the basis of Art. 6(1) point (a), (b) or (e) GDPR and Section 18 of the Data Protection Act of North Rhine-Westphalia (DSG NRW). The processing of employee data is necessary for the implementation of the employment relationship and – for the group of employees concerned – thus also for the fulfilment of the existing service contracts with the employees.

In addition, the legal basis for data processing when conducting “online meetings” is Art. 6(1) point (a) GDPR, insofar as the meetings are conducted within the framework of contractual relationships.

Data transfer

Recipient / Transfer of data

Your personal data collected during the use of online meetings will be passed on to the following recipients within or outside HSBI on the basis of a contract in accordance with Art. 28 GDPR:

Cisco International Limited
9-11 New Square Park
Bedfont Lakes
Feltham
England TW14 8HA
United Kingdom

Data processing outside the European Union

Cisco International Limited has its headquarters in the USA. Some of the processing of personal data collected when using Webex therefore takes place in the USA.

HSBI has agreed standard contractual clauses with Cisco International Limited, data processing takes place on the basis of the adequacy decision for the EU-U.S. Data Privacy Frameworks (EU-U.S. DPF). Cisco International Limited is certified under the EU-U.S. DPF and offers an adequate level of data protection in accordance with Art. 45 GDPR.

Erasure of data

Your personal data processed in the context of the use of online meetings will in principle be erased as soon as they are no longer needed for the purposes for which they were collected. If and insofar as the processing is based on your consent, the data will only be stored until you revoke your consent, unless there is also another legal basis for the processing.

Your rights as data subject

As data subject, you can assert your rights granted by the EU GDPR at any time:

- The right to obtain information from the contact person named as to whether or not personal data of yours are being processed, and if so, which personal data are being processed (Art. 15 EU GDPR),
- The right to request rectification or completion of the data that concern you (Art. 16 EU GDPR),
- The right to erasure of data that concern you in accordance with Art. 17 EU GDPR,
- The right to obtain restriction of processing data in accordance with Art. 18 EU GDPR,
- The right to withdraw the consent you have given at any time (from the moment of withdrawal onwards). The lawfulness of the processing taking place from consent until withdrawal shall not be affected by this (Art. 7(3) EU GDPR),
- The right to object to future processing of data that concern you in accordance with Art. 21 EU GDPR.

Beyond the aforementioned rights, you have the right to lodge a complaint with the data protection supervisory authority (Art. 77 EU GDPR), e.g. with the authority relevant to the university:

Landesbeauftragte für Datenschutz und
Informationsfreiheit Nordrhein-Westfalen
Kavalleriestraße 2-4

40213 Düsseldorf
Germany

Telephone: +49 211 38424-0
E-mail: poststelle@ldi.nrw.de

Validity of this privacy policy

We reserve the right to make amendments to this data protection information in order to update it in accordance with amendments made to relevant laws or regulations, or in order to better respond to your needs. This data protection information is valid in the version last published by HSBI.