

Privacy policy

on the use of the unified communications services

The

IKB Deutsche Industriebank AG
Wilhelm-Bötzkens-Strasse 1
40474 Düsseldorf, Germany
info@ikb.de

(hereinafter referred to as "we" or "us") enables you to use "Teams" and "Skype for Business" provided to us by Microsoft. These services are also collectively referred to as the "Unified Communications System" or "UC System".

You can contact our data protection officer at

datenschutz@ikb.de
Tel.: +49 211 8221-5000

1. Processing information

Personal data about you is processed when you use the UC systems.

Use teams

The "Teams" application is provided for us on servers from Microsoft.

Please note that this privacy notice only informs you about the processing of your personal data by us when you use Microsoft applications with us or jointly with us. For more information about Microsoft's processing, please visit <https://privacy.microsoft.com/de-de/privacystatement>.

Using Skype for Business

The "Skype for Business" application runs on servers operated by us. In the process, "Skype for Business" also serves as a telephone system to enable telephone calls within the organization and with external third parties.

2. Categories concerned by the processing

When using the UC systems, the following personal data is processed:

- Your IP address used to access the UC system.
- Your username as far as you have a Microsoft account yourself.
- Personal information that identifies you as a user, sender and recipient of data within the respective UC system. This includes, in particular, your surname, first name, business contact data such as telephone number, e-mail address, business fax number, insofar as you have provided this data. Other data (such as a profile picture you have stored) can also be viewed in your profile at any time.
- The data required for authentication and license use to determine your eligibility to use the applicable UC system.

- Within the respective application, all user activities, such as date, time of access, type of access, information about the data/files/documents accessed and all activities related to the use, such as starting a chat or replies in the chat, are processed. This also includes the words spoken during telephone calls and/or video conferences and/or a corresponding video stream.
- Insofar as you use the "screen sharing" function within the scope of a video conference, personal data is transferred to the extent that it is shown by you.
- Additionally, other employees within our organization can see your "status" in "Skype for Business" as well as "Teams". This "status" can be manually adjusted in "Skype for Business".

3. Purpose and legal basis

The purpose of processing personal data is to provide services to enable communication within IKB Deutsche Industriebank AG and with external third parties. In this context, the term communication includes both the spoken word, statements in text form (e.g. in chat), documents made available and the transmission of the screen content and/or a video stream of the participants in the conversation.

If you are an employee of ours, the processing of your personal data is based on Art. 6 para. 1 p. 1 lit. b) GDPR in conjunction with § 26 para. 1. p. 1 BDSG (Federal Data Protection Act) (contract performance).

Insofar as you have been invited by us as a third party to use Teams, the use of Teams is based on Art. 6 (1) p. 1 lit. f) GDPR (legitimate interest). In this case, the processing is based on our legitimate interest in working with you, which outweighs. In this case, you have the right to object at any time to this processing of personal data relating to you based on Art. 6 (1) (f) GDPR for reasons arising from your particular situation.

The data provided by you during registration will be passed on within our company group for internal administrative purposes, including joint customer care, to the extent necessary. In this context, your data will be used, for example, to compare attendance lists or to subsequently contact you, insofar as you have requested such contact. Any disclosure of personal data is justified by the fact that we have a legitimate interest in disclosing the data for administrative purposes within our group of companies and that your rights and interests in the protection of your personal data within the meaning of Art. 6 (1) f) GDPR are not overridden.

4. Data sharing and transfer

We rely on Microsoft for the use of "Teams". In this respect, Microsoft Ireland Operations Limited is one of our processors and is subject to our instructions as a controller within the meaning of the GDPR when processing personal data. For this purpose, we have concluded a contract with Microsoft pursuant to Art. 28 GDPR. The processing of personal data by Microsoft takes place exclusively on servers in the EU.

When using "Skype for Business", no data is passed on to Microsoft and/or third parties, as the application runs on servers operated by us.

5. Data transfers to third countries

We do not transfer data to a third country.

6. Storage duration

Within "Teams", your personal data is subject to the general retention and deletion periods, insofar as you have entered this data in text form in "Teams", for example. In contrast, your connection data will be deleted after 28 days.

As an employee of our organization, your connection data will be stored for a period of 90 days when using "Skype for Business" to conduct telephone calls. Postings made in text form (e.g. chat messages) are linked to your Exchange account and can be deleted by you after the retention periods to be observed have expired.

As a matter of principle, the spoken word in telephone calls and/or video conferences or a storage of the video stream does not take place. The same applies to image data that may be generated by the "split screen" function.

A storage of your "status" does not take place.

7. Data subject rights

If the legal requirements are met, you have the following rights under Articles 15 to 20 of the GDPR: the right to information, to rectification, to deletion, to restriction of processing, to data portability. In addition, you have the right to object to processing based on Art. 6 (1) f GDPR in accordance with Art. 21 (1) GDPR.

8. Right of complaint to the supervisory authority

In accordance with Art. 77 GDPR, you have the right to lodge a complaint with the supervisory authority if you believe that the processing of your personal data is not lawful.

The supervisory authority responsible for us is

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia
Kavalleriestr. 2-4
40213 Düsseldorf, Germany
Phone: +49 211 38424-0
Fax: +49 211 38424-10
E-mail: poststelle@ldi.nrw.de

In addition, you are entitled to contact the data protection authority in your place of residence.

9. Right of objection

If the personal data processing listed here is based on our legitimate interest according to Art. 6 (1) lit. f GDPR, you have the right to object to this processing with effect for the future at any time for reasons arising from your particular situation. After the objection has been made, the processing of the data concerned will be terminated, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or if the processing serves the assertion, exercise or defense of legal claims.