

Privacy policy regarding the recording of online meetings

General information

Below we inform you about the collection of personal data when recording an online meeting. Personal data is all data that can be related to you personally.

Responsible for data processing

The entity responsible for data processing is

Frama AG
Dorfstrasse 6
3438 Lauperswil
Switzerland

Contact for data protection matters: datenschutz@frama.com

Collection of personal data when recording an online meeting

If you take part in an online meeting that is recorded, we collect the following personal data:

- Surname
- First name
- Organisation name
- e-mail address
- Language / Sound
- Picture
- Chat content

We use this data to

- Make the recording available to the participants if necessary
- Allow participants to access it later
- Create informal notes about discussions in the recorded meeting
- Create formal records of discussions, actions, agreements or decisions in the recorded meeting

We do not use this data for profiling or advertising.

Data recipients

We do not share your data outside of our own organisation and the invited meeting participants.

Recording location / data processor

The recording is carried out by Microsoft. Information about Microsoft:

Data subjects may contact the data protection officer by filling out the webform at <https://aka.ms/privacyresponse>. The DPO can also be reached by post at:

Microsoft EU Data Protection Officer
One Microsoft Place
South County Business Park
Leopardstown
Dublin 18
D18 P521
Ireland
Telephone: +353 (1) 706-3117

Privacy Policy <https://privacy.microsoft.com/de-de/privacystatement>

Scope of application

This privacy policy applies to all online meetings recorded by Frama.

Duration of data retention

Recorded meetings are automatically deleted after 90 days unless they are saved by one of the participants to a location other than the original storage location.

Consent to data processing

You will be informed about the recording technically or organisationally at the start of the meeting. If you continue to participate in the online meeting after this notification, you declare your consent to the processing.

Rights of access, rectification and erasure

In the online meeting, you have the right to obtain information from us at any time about the data collected and to have incorrectly recorded data corrected.

Corresponding requests should be addressed in as much detail and as clearly formulated as possible to: datenschutz@frama.com

Right of objection

If you do not want your image, sound, voice or similar to be recorded, you can switch off your camera and microphone at any time, not participate in the chat or leave the entire meeting.

Possibility to lodge a complaint

In accordance with the European General Data Protection Regulation Art 13 (d), you have the right to lodge a complaint with the data protection authority in your country.