

## **Information about data protection for webinar sessions in the context of the CARE training programme**

We hereby inform you about the processing of your personal data in connection with registering for, conducting and following up the webinars (hereinafter: “web meetings”) using the Cisco Webex Meetings software (“Webex”), and simultaneous recordings. Personal data is any information relating to an identified or identifiable natural person (hereinafter: “data subject”).

### **1. Name and contact details of the controller responsible for data processing and contact details of the data protection officer**

#### **Robert Koch Institute (RKI)**

Nordufer 20  
13353 Berlin  
Represented by its President  
Email: care@rki.de

#### **Data protection officer**

Robert Koch Institute  
Data Protection Officer  
Nordufer 20  
13353 Berlin  
Email: datenschutz@rki.de

### **2. Scope of processing**

Various types of personal data will be processed in the course of planning and organising (in particular sending invitations, managing participants), conducting (in particular technical provision and moderation), recording and following up on web meetings.

The scope of data processing in the context of the web meeting also depends on the information you provide when participating in a web meeting and the settings you make when using Webex. The following personal data is always processed in connection with web meetings and is necessary for conducting the web meeting:

- Participant details, in particular the display name/username you have chosen/user ID, email address, access data. It is possible to participate via Webex without providing us with your first and last name.
- When dialling in via telephone: incoming and outgoing call number, country name, start and end time.
- Further connection data may be stored if necessary, such as the IP address of the device.
- User-generated data such as chat content, oral contributions, or your video image: you may be able to use the chat in a web meeting, provided that the controller allows this in the web meeting settings and if you choose to take part during the web meeting by using the relevant features. Using these features is of course completely voluntary. You can switch off or mute the camera or microphone yourself at any time using the web meeting application settings.
- All web meetings will be recorded via Webex. All attendees will be informed verbally that the session will be video recorded before the recording is started. The participants will also be informed that those not wishing to have their faces recorded can shut their cameras using the respective button.
- After the event, the recordings will be made available to all participants of the training programm on the interactive online platform atingi. On atingi all course work will be shared. The aim of this is to give participants of the training programm who are not able to participate in the live sessions the opportunity to watch the sessions at a later point. In addition, all participants will be able to re-watch the presentations as they deem necessary. Atingi is provided by the Deutsche Gesellschaft für Internationale

Zusammenarbeit GmbH (GIZ) in cooperation with RKI. GIZ acts as a service provider in the field of international cooperation for sustainable development and international education work.

### **3. Purposes and legal bases of the processing**

The RKI will process your personal data in order to plan, organise, invite you to and conduct the webinars. The legal basis of the associated processing is your consent pursuant to Art. 6(1) Sentence 1(a) GDPR.

In principle, you are under no obligation to provide us with your personal data. However, it is not possible to participate via Webex without providing the data that is required to participate for the web meeting and the data that is technically necessary to conduct the web meeting. No automated decision-making, including profiling, takes place.

For the purpose of recording and subsequent publication the legal basis of the associated processing operations is your consent pursuant to Art. 6(1) Sentence (1)(a) GDPR. By attending the web meetings you agree that the webinar will be recorded.

### **4. Recipients of the data**

Personal data processed in connection with participation in web meetings will in principle not be disclosed to third parties, unless it is specifically intended to be disclosed. The provider of the web meeting / streaming tool used and its subcontractors do receive the opportunity to become aware of the above-mentioned data, insofar as this data is required to conduct the web meetings. We currently work with the service provider Cisco Systems, Inc., 170 West Tasman Drive, San Jose, California 95134, US, which we use via Telekom Deutschland GmbH, Landgrabenweg 151, 53227 Bonn, Germany.

The recordings of the web meetings will be made available to all participants of the training programme via the atingi platform.

### **5. Data processing outside the European Union**

The RKI uses Cisco Webex to conduct web meetings. "Cisco Webex" is a service provided by Cisco Systems, Inc. which is based in the US. Processing of personal data may also occur in a third country outside the EU or EEA. Cisco is certified under the EU-US Data Privacy Framework. This certification ensures an adequate level of data protection.

### **6. Storage period**

Your personal data will be stored until the purpose of the data processing no longer applies or after the expiry of statutory or official retention obligations.

The video and audio data exchanged via the web meeting will be stored on the Webex service only temporarily to the extent necessary for streaming the data and will then be erased. Since an (audio/video) recording is made, the recorded data will be stored and made available on the atingi platform for the duration of the training, latest until 31.01.2026. Personal data resulting from emails or via chat during the web meeting will be erased immediately after the end of the web meeting.

### **7. Rights of data subjects**

Under the GDPR, you have the following rights under the conditions set out in the law: right of access (Art. 15 GDPR), right to rectification (Art. 16 GDPR), right to erasure (Art. 17 GDPR), right to restriction of processing

(Art. 18 GDPR), right to data portability (Art. 20 GDPR), right to withdraw your consent (Art. 7(3) GDPR), **right to object** (Art. 21 GDPR). In addition, you have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR).

If you wish to exercise these rights, please contact the RKI using the above contact details.