

## Data protection notice pertaining to the use of Microsoft Teams

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This notice contains information on how we process your personal data when you participate in a conference session using Microsoft Teams and your rights under data protection law.

### **Who is responsible for data processing and who can I contact?**

Depending on who sent you the invitation to participate in the session, one of the following Metzler group companies is at your disposal:

- B. Metzler seel. Sohn & Co. Aktiengesellschaft
- Metzler Asset Management GmbH
- B. Metzler GmbH
- Metzler FundServices GmbH
- Metzler Pension Management GmbH
- Metzler Pensionsfonds AG
- Metzler Sozialpartner Pensionsfonds AG
- Metzler Trust e. V.
- Metzler Treuhand e. V.

#### **at:**

Untermainanlage 1  
60329 Frankfurt/Main, Germany  
Phone +49 69 2104-0  
Fax +49 69 281429  
[metzler@metzler.com](mailto:metzler@metzler.com)

### **You can contact our Data Protection Officer at:**

B. Metzler seel. Sohn & Co. Aktiengesellschaft  
Data Protection Officer  
Untermainanlage 1  
60329 Frankfurt/Main, Germany  
Phone +49 69 2104-0  
Fax +49 69 281429  
[datenschutzbeauftragter@metzler.com](mailto:datenschutzbeauftragter@metzler.com)

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### **Which data is used for which purposes and on what legal basis?**

Your data is processed in accordance with Article 6 para. 1f of the EU General Data Protection Regulation (GDPR).

We process the following data that we receive in connection with a conference session:

- Current IP address of your computer or internet connection
- Name, email address and phone number
- Image and sound data, if relevant
- Content of the session, if relevant
- Chat history, if relevant

This data is required for invitation and dial-in to the conference, identification of participants and communication purposes. Your name, email address and phone number are deleted after 30 days and other data is deleted when the conference ends.

Chat histories are stored for a period of 4 months for the purpose of regular random checks for the ban on market manipulation, the ban on communication that requires recording and the internal Metzler ban on private use. Chat histories in such a sample will be deleted after 5 years.

In addition, conference organizers have the option of saving a list of conference participants present. This is used, for example, to create meeting minutes. The relevant deletion periods depend on the relevant retention periods. Participants can deactivate this function by deactivating the "Identify in attendance reports" toggle button under Settings > Privacy. The setting only needs to be made once, applies to all subsequent conferences and can be adjusted by the participant at any time.

### **Who receives my data?**

Microsoft` holding company is located in the United States. Sub-processors are located in several third countries. The adequate level of data protection is ensured by the means of EU Standard Contractual Clauses and the registration of Microsoft under the EU-US-Data Privacy Framework.

**What are my data protection rights?**

All data subjects have the following rights governed by the GDPR: the right to obtain information (Article 15), the right of data adjustment (Article 16), the right of data deletion (Article 17), the right to restrict data processing (Article 18), the right to dissent (Article 21) and the right of data portability (Article 20). The right to obtain information and the right of deletion are restricted according to §§34 and 35 of the Federal Data Protection Act (BDSG). Furthermore, data subjects have the right to appeal to the competent data protection authorities (Article 77 of the GDPR and §19 of the BDSG).

Consent to personal data processing can be revoked at any time for future processing. Please send your request for revocation to:

B. Metzler seel. Sohn & Co. Aktiengesellschaft  
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60329 Frankfurt/Main, Germany  
Fax +49 69 281429  
metzler@metzler.com