

Privacy Policy Online Conference Systems

We take the protection of your personal data seriously and want you to feel comfortable using our online conference systems. We process personal data in accordance with the applicable data protection and data security laws. We attach great importance to protecting your privacy while processing personal data, and take it into account in our business processes.

§ 1 Controller and scope of application

The responsible body within the meaning of data protection law is the respective company of the MTU Group with which the person concerned was invited to the online conference. Please refer to the overview for the contact details of the respective company.

<https://www.mtu.de/company/mtu-worldwide/>

§ 2 Contact for data protection issues

If you have any questions about this privacy policy or how your personal data is used please contact us:

MTU Aero Engines AG
z. Hd. Datenschutzbeauftragter
Dachauer Straße 665
D-80995 München

E-Mail: MTU.DSB@mtu.de

§ 3 Personal Data

Personal data are individual details about personal or factual situations of a specific or identifiable natural person (data subject). This includes, for example, identification details such as your name or date of birth, address and contact details such as your address, phone number, e-mail address or billing and bank details. Information with which we cannot (or can only with a disproportionate effort) establish a reference to your person, e.g. by making the information anonymous, is not personal data.

§ 4 General information on data processing

a) Scope

We only collect and use our participants personal data if and to the extent needed to conduct the online conference. A further use of your personal data, especially for advertising purposes, does not take place.

When using the Microsoft Teams communication platform, personal data is processed by Microsoft. You can find further data protection information from Microsoft at:

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

Your personal data will not be transferred to third parties without your consent, unless we are legally obliged to release data.

b) Third country transfer of personal data

Personal data may be transferred to recipients with an adequate level of data protection. MTU takes appropriate protective measures to ensure an adequate level of data protection at the recipients of the personal data. In particular, the standard contractual clauses issued by the EU Commission are used.

c) Legal basis

§ 26 Section 1 of the BDSG shall serve as the legal basis for processing the personal data required to execute and pursue your employment contract.

In addition, the processing is necessary for the protection of legitimate interests of our company in accordance with Art. 6 para. 1 f GDPR and there is no reason to assume that the subject's interests, basic rights and basic freedoms outweigh the interest of our company. It is in the essential business interest of MTU to be able to hold conferences online among employees or with any business partner.

d) Data deletion and storage time

Your personal data shall be erased or blocked as soon as the purpose of storage ceases to apply. However, the data may be stored if provided for by European or national laws or other statutory provisions to which MTU is subject. These can be legal retention periods. The data shall be blocked or erased at the end of a storage period prescribed by the aforementioned standards, unless the data needs to be stored further in order to conclude or implement a contract.

e) Purpose of data processing

The use of online conferences may be necessary for the purpose to execute and pursue your employment contract.

Online conferences are used for the exchange of information between employees and the exchange with customers and business partners. In addition, online conferences, besides personal meetings, allow a certain "closer contact" communication, which can be the appropriate media depending on the current situation. The chat function is used for direct exchange between participants.

§ 5 Categories of personal data

The processing of the following categories of personal data is required for the above purposes:

- User details, such as username, e-mail address, profile picture (optional), preferred language
- Address and contact data, such as telephone and fax numbers, room number and organization
- Meeting metadata about the execution of the communication, such as date, time, meeting ID, phone number, location
- Text, audio and video data: Transmission of image and sound of the participating persons and their environment. You may be able to use the chat function in an online meeting. In this case, the text entries you make will be processed to display the text in the online meeting. When using Skype4Business, your Skype meetings can be saved with time and duration as well as chat messages in the Outlook folder "Recorded conversations". You can manage this setting yourself.
When using Microsoft Teams, data is stored in Outlook Online, SharePoint Online, or OneDrive for Business.
- Features like screen presentations, surveys and whiteboards

To enable the display of video and the playback of audio, data from the microphone of your end device and from a video camera of the end device are processed during the meeting. You can turn off or mute the camera or microphone yourself at any time using the online meeting tool.

Sound and image recordings with other devices are not permitted during an online conference. The personal rights of the individual participate in the online conference must be respected.

§ 6 Security measures to protect the data stored with us

We undertake to protect your privacy and to treat your personal data confidentially. To prevent the loss or misuse of data stored by us, we take extensive technical and organisational safety precautions which are regularly checked and adapted to technological progress. However, we would like to point out that due to the structure of the

Internet, it is possible that the data protection rules and the above-mentioned safety measures may not be observed by other persons or institutions outside our field of responsibility. In particular, unencrypted data transmitted by e-mail, for instance, can be read by third parties. We have no technical influence on this. It is the user's responsibility to protect the data provided by him/her against misuse through encryption or in any other way.

§ 6 Data subjects' rights

If we process your personal data, you may be entitled to certain rights. This may include the following rights in particular:

a) The right to obtain information about your data

You can ask for a confirmation of whether your personal data are processed by our company. If this is the case, you can request for the following information, provided that other people's rights or freedoms are not violated by the information:

- (1) the purposes for which the personal data are processed;
- (2) the categories of personal data processed;
- (3) the recipients or categories of recipients to whom your personal data have been or are still being disclosed;
- (4) the planned duration of the storage of your personal data or, if specific information on this is not possible, the criteria for determining the storage period;
- (5) the existence of a right to rectify or erase your personal data, a right to have the data processing restricted by us, or a right to object to such processing;
- (6) the existence of a right to appeal to a supervisory authority;
- (7) all available information on the origin of the data, if the personal data was not obtained from you.

You have the right to request for information as to whether your personal data is transferred to a third country or to an international organisation. In this regard, you can request information on the appropriate safeguards in accordance with Art. 46 GDPR in connection with the transfer of the data.

b) Right to rectification

You have the right to rectify and/or complete your personal data if your personal data are incorrect or incomplete. We shall then make the correction or completion without undue delay.

c) Right to restriction of processing

You may ask for the processing of your personal data to be restricted on the following terms and conditions:

- (1) if you are contesting the accuracy of your personal data;
- (2) if the processing is unlawful and you reject the deletion of the personal data and instead demand that the use of the personal data be restricted;
- (3) when our company no longer requires the personal data for the purposes of processing, but you require them in order to assert, exercise or defend against legal claims; or
- (4) if you have filed an objection to the processing pursuant to Art. 21, Section 1 of the GDPR and it has not yet been determined whether our company's legitimate reasons outweigh your reasons.

If the processing of your personal data has been restricted, such data may only be processed - apart from being stored - with your consent or for the purpose of asserting, exercising or defending rights or protecting the rights of another natural or legal person or on grounds of an important public interest of the European Union or a Member State. If the restriction on processing has been limited on the above conditions, we shall inform you before the restriction is lifted.

d) Right to erasure

aa) Deletion obligation

You may ask for the deletion of your personal data and our company is obliged to delete these data without undue delay if:

- (1) Your personal data are no longer necessary for the purposes for which they were collected or otherwise processed.
- (2) You revoke your consent, on which the processing was based pursuant to § 26 Section 2 of the BDSG or Art. 9, Section 2a) of the GDPR, and there is no other legal basis for the processing.
- (3) You file an objection against the processing pursuant to Art. 21, Section 1 of the GDPR and there are no overriding legitimate reasons for the processing, or you file an objection against the processing pursuant to Art. 21, Section 2 of the GDPR.
- (4) Your personal data have been processed unlawfully.

- (5) Deleting your personal data is necessary to fulfil a legal obligation under EU law or the law of the Member States to which we are subject.
- (6) Your personal data have been collected regarding the services offered by the information company pursuant to Art. 8, Section 1 of the GDPR.

bb) Information to third parties

If we have made your personal data public and we are obliged to delete them pursuant to Art. 17, Section 1 of the GDPR, we shall take appropriate measures, including technical measures, considering the available technology and the implementation costs, to inform the processors of the personal data for which you as the data subject have asked for the deletion of all links thereto or of copies or replications thereof.

cc) Exceptions

There is no right to erasure if the processing is required

- (1) to exercise the right of freedom of expression and information;
- (2) to fulfil a legal obligation required for processing under EU law or the law of Member States to which our company is subject, or for the performance of a task in the public interest or in the exercise of official authority conferred on our company;
- (3) for reasons of public interest in the field of public health pursuant to Art. 9, Sections 2h) and i), and Art. 9, Section 3 of the GDPR;
- (4) for archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes pursuant to Art. 89, Section 1, of the GDPR, insofar as the law referred to under a) is likely to render impossible or seriously impair the attainment of the objectives of such processing, or
- (5) to assert, exercise or defend legal claims.

e) Right to information about recipients

If you have asked us to correct, delete or restrict the processing of your personal data, we must inform all recipients of your personal data about this correction or deletion of the data or restriction on processing, unless this proves impossible or entails a disproportionate effort. You have the right to be informed about such recipients.

f) Right to portability

You have the right to receive the personal data you have made available to us in a structured, accessible and machine-readable format. You also have the right to transfer these data to another controller, provided that

- (1) processing is based on consent pursuant to § 26 Section 1 of the BDSG or Art. 9, Section 2a) of the GDPR or on a contract pursuant to Art. 6, Section 1b) of the GDPR and
- (2) processing is carried out automatically

While exercising this right, you also have the right to request that your personal data are transferred directly by us to another controller, so far as this is technically feasible. Other people's freedoms and rights must not be affected by this. The right to portability shall not apply to the processing of personal data needed to perform a task in the public interest or to exercise an official authority conferred on our company.

g) Right to revoke the data protection consent

You have the right to revoke your data protection consent at any time. The revocation of consent shall not affect the legality of the processing carried out on the basis of the consent until revocation.

h) Right to object

You have the right to object at any time to the processing of your personal data due to your particular situation. We shall no longer process your personal data, unless there are protection-worthy compelling reasons for the processing, which outweigh your interests, rights and freedoms, or unless the processing is used to assert, exercise or defend legal claims.

i) Right to appeal to a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to appeal to a supervisory authority, in particular at your habitual residence, your place of work or the place of the alleged infringement, if you believe that the processing of your personal data infringes on the GDPR.

Supervisory authority in Bavaria:

Bayerisches Landesamt für Datenschutzaufsicht, Promenade 27, 91522 Ansbach

<https://www.lida.bayern.de/de/kontakt.html>