

Privacy Policy MEETYOO Go of meetyoo conferencing GmbH

Status 28.06.2021

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Introduction

This privacy policy informs you about the nature, scope and purposes of the collection and use of personal data on the MEETYOO Go websites (info.meetyoo.digital, meetyoo.com) (hereinafter "MEETYOO Go website") or when using the MEETYOO Go event portal as an administrator (hereinafter "event portal"). meetyoo conferencing GmbH (hereinafter "meetyoo" "we" or "us") is the responsible party for all personal data collected on the MEETYOO Go website. We are also the provider of the event portal of MEETYOO Go for self-administration of virtual events by the customer.

This privacy policy does not describe which personal data of a visitor of a virtual event is processed by the organizer. The respective organizer is responsible for this data processing and must fulfill the transparency obligation and provide a privacy policy.

Personal data is information that can be used to identify a person, i.e. information that can be traced back to a person. This typically includes the name, e-mail address or telephone number. In addition, purely technical data that can be assigned to a person is also considered personal data.

Contact details of meetyoo and meetyoo's data protection officer

meetyoo conferencing GmbH
Friedrichstraße 200
10117 Berlin
Tel.: +49 (0) 30 868 710 400
E-mail: datenschutz@meetyoo.de

Data Protection Officer:
Mr Kent Schwirz (external data protection officer of PROTEKTO DATA FUSE GmbH)
Wendenstraße 279
20537 Hamburg
Internet: www.protekto.de
E-mail: data protection(at)protekto.group

To protect your rights as a data subject or if you have any questions about data protection, please contact our data protection officer directly. You can reach him or her under the contact details given above.

Data subjects' rights

You have the right to obtain information about the personal data that has been stored about you upon request. In addition, you have the right to request the correction of incorrect data, the right to request the restriction of processing of data that has been processed too extensively and the right to request the deletion of personal data that has been processed unlawfully or stored for too long (insofar as this does not conflict with any legal obligation to retain the data and no other reasons pursuant to Art. 17 (3) DSGVO). In addition, you have the right to the transfer of all data you have provided to us in a common file format (right to data portability), insofar as you have provided the data to us within the scope of a declaration of consent or for the fulfilment of a contract.

Insofar as you also have a right to object to individual procedures, we point this out within the description of the individual procedures.

To exercise your rights, simply send an e-mail to the Data Protection Officer (see above).

You also have the right to lodge a complaint with a data protection supervisory authority. A list of German and European data protection commissioners and their contact details can be found at the following [link](#).

Voluntariness of the provision of data

The provision of your personal data on the meetyoo-GO website is generally neither legally nor contractually required. You are not obliged to provide personal data on this website. Nevertheless, the provision of the functions of this website requires the processing of your personal data.

Information on the use of cookies

meetyoo uses cookies on the MEETYOO Go website. Cookies are small text files that are stored on your end device by the browser used when you call up the website. Individual services of a website can "recognise" you in this way and "remember" which settings you have made. On the one hand, this serves the user-friendliness of websites and thus the users (e.g. storage of login data). On the other hand, cookies are used to collect statistical data on website use and to use the data thus obtained for analysis and advertising purposes. Some cookies are automatically deleted from your end device as soon as you leave the website (so-called session cookie). Other cookies are stored for a certain period of time, which in each case does not exceed two years (persistent cookies). We also use so-called third-party cookies, which are administered by third parties in order to offer certain services.

You can configure your cookie settings [here](#).

In addition, most browsers have an option to restrict or completely prevent the storage of cookies. However, it is pointed out that the use and in particular the user comfort are restricted without cookies.

Meetyoo only sets cookies if you have given us permission to do so. In the context of the data processing procedures listed below, it is explained for each procedure which cookies are used, on which legal basis the processing is based, whether (and if so, which) third parties receive data via cookies and how long the organiser stores the personal data collected with the help of cookies in this context.

Overview of the procedures

Personal data are processed within the framework of the following procedures:

1. Visit the MEETYOO Go website
2. Contact
3. Use of the MEETYOO GO event portal
4. Provision of virtual events within the framework of MEETYOO Go
5. Tools for customer survey, analysis of the use of the MEETYOO Go website, advertising and social media

1. Visit the MEETYOO GO website

Every time you access the MEETYOO Go website, meetyoo automatically collects a number of technical data that constitute personal data.

These are:

- IP address of the user
- Name of the accessed website or file
- Date and time of access
- data volume transferred
- Message about successful retrieval
- Browser type and version
- Operating system of the user
- End device used by the user, including MAC address
- Referrer URL (the previously visited page)

Meetyoo collects server log files for the purpose of administering the website and recognising and preventing unauthorised access.

Notes on IP addresses

IP addresses are assigned to every device (e.g. smartphone, tablet, PC) that is connected to the internet. Which IP address this is depends on which Internet access your end device is currently connected to the Internet. It can be the IP address assigned to you by your Internet provider, e.g. if you are connected to the Internet at home via your W-LAN. It can also be an IP address assigned to you by your mobile phone provider or the IP address of a provider of a public or private W-LAN or other Internet access. In its most common form (IPv4), the IP address consists of four blocks of digits. In most cases, you as a private user will not use a constant IP address, as this is only temporarily assigned to you by your provider (so-called "dynamic IP address"). With a permanently assigned IP address (so-called "static IP address"), a clear assignment of the user data is in principle easier. Except for the purpose of tracking unauthorised access to our website, we do not use this data in a personalised manner, but only evaluate on an anonymous basis which of our websites are favoured, how many accesses are made daily and the like.

The MEETYOO Go website already supports the new IPv6 addresses. If you already have an IPv6 address, you should also know the following: The IPv6 address consists of eight blocks of four. The first four blocks, as with the entire IPv4 address, are typically assigned dynamically for private users. However, the last four blocks of an IPv6 address (so-called "interface identifiers") are determined by the end device you use to browse the website. If this

is not set differently in your operating system, the so-called MAC address is used for this purpose. The MAC address is a type of serial number that is assigned once worldwide for each IP-capable device. The organiser therefore does not save the last four blocks of your IPv6 address. In general, the Organiser recommends that you activate the so-called "Privacy Extensions" on your terminal device in order to better anonymise the last four blocks of your IPv6 address. Most common operating systems have a "Privacy Extensions" function, but in some cases this is not preset at the factory.

Legal basis

The personal data in log files are processed on the basis of Art. 6 para. 1 lit. f DSGVO. This authorisation allows the processing of personal data within the scope of the "legitimate interest" of the controller, insofar as your fundamental rights, freedoms or interests do not prevail. Our legitimate interest is to facilitate administration and the ability to detect and prosecute hacking. You can object to this data processing at any time if there are reasons which exist in your particular situation and which speak against the data processing. To do so, simply send an e-mail to datenschutz@meetyoo.de.

Duration of data storage

The server log files with the above-mentioned data are automatically deleted after 30 days. meetyoo reserves the right to store the server log files for longer if there are facts that suggest the assumption of unauthorised access (such as an attempt at hacking or a so-called DDOS attack).

2. Contact

When contacting meetyoo (for example by e-mail or after using the contact form), the information you provide will be stored and processed by meetyoo for the purpose of processing and answering the enquiry and in the event that follow-up questions arise.

Legal basis

The information provided in the context of contacting us is processed on the basis of Art. 6 Para. 1 lit. f DSGVO. This authorisation permits the processing of personal data within the framework of the "legitimate interest" of the responsible party, insofar as your fundamental rights, freedoms or interests do not prevail. The legitimate interest of meetyoo is the processing of the contact. You can object to this data processing at any time if there are reasons which exist in your particular situation and which speak against the data processing. To do so, simply send an e-mail to datenschutz@meetyoo.de.

Duration of data storage

The personal data stored in the context of contacting us will be deleted when the matter relating to the contact has been fully clarified and it is also not to be expected that the specific contact will be relevant again in the future.

3. Use of the MEETYOO Go Event Portal

meetyoo is the provider of the MEETYOO Go Event Portal for the self-administration of virtual events by the customer as organiser of virtual events. After registering online, the customer can configure, administer and carry out virtual events in the event portal himself. The implementation of the virtual events is carried out by meetyoo as a service provider. If participants of such a virtual event make use of a digital offer, the customer as organiser

of the event, who is named in the registration mask for the event, is responsible for the processing of personal data in the context of the implementation of the virtual event. meetyoo acts in this respect only on behalf of and under the instructions of the organiser in the context of commissioned processing pursuant to Art. 28 DSGVO. The decision on the specific type of processing of the data and their further use in the context of the virtual event is the sole responsibility of the customer as the client. meetyoo ensures the provision and implementation of the service and does not process the data for its own purposes (unless otherwise stated here, e.g. if meetyoo processes registration data of the admin to the event portal or online orders in the event portal). Details about the processing of personal data by the organiser are contained in the organiser's privacy policy.

a) Event Portal Registration

In order to use the MEETYOO GO event portal, the customer (user) must register personally as an admin. For this purpose, the customer enters his e-mail address and chooses a personal password. The event portal enables the creation, configuration and provision of virtual events as well as the creation and maintenance of contact details including billing address. To open a customer account, we process personal data, which in detail include: Name, contact data (e.g. e-mail address, address, telephone number) and, if applicable, payment data. During the use of the Events Portal, the server log files mentioned under point 1 "Visit to the MEETYOO Go website" are stored incl. behavioural data on the use of the various portal functions in order to be able to track the change history (e.g. address changes) by the customer in the event of subsequent customer enquiries.

Legal basis

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

Duration of data storage

Registration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German Fiscal Code and the German Commercial Code, tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

b) Online ordering of MEETYOO Go services

When processing online orders for MEETYOO Go services in the Event Portal, we collect personal data for the order process, as well as for opening a customer account, which include in detail: Name, contact details (e.g. email address, address, telephone number) and, where applicable, payment details. In principle, your data may be passed on to several companies in strict compliance with the legal requirements, insofar as this is necessary for the processing of our contractual relationship. If payment services are used for the payment process (e.g. Visa, Mastercard etc.), your data will be passed on to the payment intermediaries used. The same applies with regard to the credit institutions commissioned with the payment.

Legal basis

This data processing is based on Art. 6 para. 1 lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to execute your order, we must process the personal data relating to you and, if necessary, pass this on to payment service providers.

Duration of data storage

The personal data stored in the context of online orders will be stored for the entire duration of the customer relationship. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), the order data is stored as the basis of the contract for up to 10 years beyond the termination of the customer relationship. Upon termination of the contract, your data will of course be blocked and not used for any further purposes until the statutory retention periods expire.

c) Event portal management MEETOO Go

During the use of the event portal the server log files mentioned under point 1 are stored including behavioural data for the use of the various portal functions, e.g. for the administration of the account and the configuration of the virtual event.

Legal basis

The processing of personal data in the context of the use of the Event Portal is based on Art. 6 (1) lit. b DSGVO. According to Art. 6 para. 1 lit. b DSGVO, data processing is permitted if it is necessary for the performance of a contract. In order to provide you with the Event Portal in accordance with the contract, we must process the personal data presented in this section.

Duration of data storage

Portal administration data is stored for as long as it is necessary for the use of the service and deleted on request. Due to retention periods from the German Fiscal Code (Abgabenordnung) and the German Commercial Code (Handelsgesetzbuch), tax-relevant personal data processed in the context of the use of the meetyoo services are stored for up to 10 years beyond the end of a specific conference (e.g. orders, offer forms, etc.).

4. tools for customer surveys, analysis of the use of the MEETYOO Go website, advertising and social media.

meetyoo conducts customer surveys to determine customer satisfaction with MEETYOO Go. Tools for website usage, conversion tracking and social media components are used on the MEETYOO Go website.

These procedures are described in points "6. customer survey", "10. website use and website analysis", "11. advertising" and "12. social media" in the [General meetyoo Privacy Policy](#).