

## Data protection information in accordance with Art. 13, 14 GDPR in connection with the transcription in Microsoft Teams

As of: 24th September 2026

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| 1. | Name and contact details of the controller     | <p>Responsible for the processing of your data</p> <p>Messe München GmbH<br/>Am Messesee 2<br/>81829 München</p> <p>Phone: +49 89 949-20720<br/>Fax: +49 89 949-20729<br/>E-Mail: <a href="mailto:info@messe-muenchen.de">info@messe-muenchen.de</a></p> <p>Managing Directors:<br/>Dr. Reinhard Pfeiffer, Stefan Rummel</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2. | Contact details of the data protection officer | <p>You can contact our data protection officer as follows:</p> <p>Messe München GmbH<br/>Data Protection Officer<br/>Am Messesee 2<br/>81829 München</p> <p>E-Mail: <a href="mailto:dsb@messe-muenchen.de">dsb@messe-muenchen.de</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. | Rights of data subjects                        | <p>According to the General Data Protection Regulation (GDPR), you have the following rights:</p> <ul style="list-style-type: none"> <li>You have the right of access and can obtain information as to whether and, if so, which of your personal data we process and receive further information related to the processing (Art. 15 GDPR). Please note that this right to information may be restricted or excluded in certain cases.</li> <li>If incorrect personal data is processed, you have the right to rectification (Art. 16 GDPR).</li> <li>If the legal requirements are met, you can request the erasure of your personal data or the restriction of its processing (Art. 17 and 18 GDPR). However, the right to erasure pursuant to Art. 17(1) and (2) GDPR does not apply, inter alia, if the processing of personal data is necessary for the performance of a task carried out in the public interest (Art. 17(3) lit. b GDPR).</li> <li>If the processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (Art. 6(1) lit. f GDPR), you have the right to object to the processing of your data at any time. This also applies to profiling based on these provisions.</li> </ul> |

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|    |                                                               | <ul style="list-style-type: none"> <li>• If your personal data is processed for the purpose of direct marketing, you have the right to object at any time to the processing of your personal data for such marketing purposes. This also applies to profiling, to the extent that it is related to such direct marketing.</li> <li>• If you make use of your rights, we will check whether the legal requirements for this are met. Further restrictions, modifications and, where applicable, exclusions of the aforementioned rights may result from the General Data Protection Regulation or national legislation.</li> </ul>                                                                                                                                                                        |
| 4. | Right to lodge a complaint with the supervisory authority     | <p>You still have the right to lodge a complaint:</p> <p>Bavarian Supervisory Authority<br/> Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)<br/> Postfach 1349<br/> 91504 Ansbach</p> <p>Phone: +49 (0) 981 180093-0<br/> Monday to Friday: 08:00 a.m. - 12:00 p.m.</p> <p>poststelle@lda.bayern.de</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5. | Purposes of data processing                                   | <p>Processing is carried out for the purpose of creating a written transcript of Microsoft Teams meetings. The transcript is used to:</p> <ul style="list-style-type: none"> <li>• Document meeting content,</li> <li>• Support follow-up activities after meetings,</li> <li>• Facilitate collaboration among participants,</li> <li>• Improve the traceability of discussed matters and decisions made.</li> </ul> <p>In addition, transcription enhances accessibility and improves access to meeting content. Transcriptions are <b>not</b> used for employee performance or behavior monitoring and such use is expressly excluded under Messe München's works agreement.</p>                                                                                                                       |
| 6. | Legal basis for data processing                               | Article 6(1)(a) GDPR<br>(Consent of the data subject)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 7. | Categories of personal data not yet known to the data subject | <p>In addition to the data you provide, we process the following personal data about you:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participant and account information (e.g., name, display name, business email address, organizational unit, or company affiliation)</li> <li><input type="checkbox"/> Spoken contributions of meeting participants</li> <li><input type="checkbox"/> Automatically generated text transcripts of spoken contributions</li> <li><input type="checkbox"/> Speaker attribution within the transcript</li> <li><input type="checkbox"/> Meeting metadata (e.g., meeting title, date, time, participants)</li> <li><input type="checkbox"/> Personal data of other individuals that may be mentioned or displayed during the meeting</li> </ul> |

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| 8.  | Sources of personal data that are not or were not collected from the data subject                | User data of meeting participants stored in Microsoft Graph                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 9.  | Recipients or categories of recipients of the personal data                                      | <p>Messe München GmbH:</p> <ul style="list-style-type: none"> <li>Internal departments of Messe München GmbH, insofar as access is required for the performance of their official duties.</li> </ul> <p>Service provider within the framework of an DPA:</p> <ul style="list-style-type: none"> <li>Microsoft</li> </ul> <p>Service provider within the framework of a JCA:</p> <ul style="list-style-type: none"> <li>IT administrators and technical support providers within the scope of their authorized permissions.</li> </ul> |
| 10. | Transfers of personal data to a third country or to an international organization, if applicable | Microsoft (United States of America)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11. | Right to withdraw consent, if applicable                                                         | <p>Any consent granted may be withdrawn at any time with effect for the future. The lawfulness of processing carried out on the basis of consent before its withdrawal remains unaffected.</p> <p>Participants may refuse consent before transcription begins or withdraw their consent afterwards.</p> <p>Requests for withdrawal should be directed to the individual who created the transcript.</p>                                                                                                                               |
| 12. | Duration of the storage of personal data                                                         | Transcripts are deleted 14 days after the end of the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 13. | Obligation / no obligation to provide the data                                                   | The use of the transcription function and the associated provision of personal data are voluntary.                                                                                                                                                                                                                                                                                                                                                                                                                                    |