

## **Data Protection Information for Guest Users of the FEV Microsoft M365 Collaboration Environment**

We hereby inform you about the processing of your personal data in the context of your use of our Microsoft collaboration environment as a guest user and about the rights to which you are entitled.

### **1. Data Controller**

The FEV company with which you or your organization have a business relationship and for whose collaboration the FEV Microsoft M365 Collaboration Environment is used (FEV) is the Data Controller as defined by data protection laws. You can find a list of data controllers in the Annex.

### **2. Contact**

For all questions related to the processing of personal data and the exercise of your data subject rights under the EU General Data Protection Regulation (GDPR), please contact our Data Protection Coordinator:

Telephone: (+49) 241 5689-0

E-mail: [dp-coordinator@fev.com](mailto:dp-coordinator@fev.com)

### **3. Group Data Protection Officer**

Jens-Martin Heidemann

Scheja und Partners GmbH & Co. KG

Adenauerallee 136

53113 Bonn

Contact: <https://www.scheja-partners.de/kontakt/kontakt.html>

Website: [www.scheja-partners.de](http://www.scheja-partners.de)

### **4. Purposes and Legal Basis of Data Processing**

The following provides you with an overview of the purposes and legal grounds for processing your personal data in the context of the collaboration between FEV and you as a guest user and, if applicable, your organization.

#### **4.1 Data processing in the Context of our Business Relationship with You or Your Organization**

We process the personal data that is necessary for the preparation and implementation of our business relationship with you or your organization. As a legal basis, we rely on Art. 6 para. 6 lit. b of the GDPR and Art. 6 para. 1 lit. f of the GDPR, whereby in the latter case the purposes mentioned below also represent our legitimate interests in processing. We want to make

project work with external contractors and their employees site-independent, efficient and flexible, optimize workflows and achieve better planning of work capacities as well as simplified communication by connecting our employees and external project partners via our FEV Microsoft M365 Collaboration Environment, thus enabling the project teams to process tasks jointly. Without the processing of personal data, we would not be able to cooperate and communicate with you or your organization with the necessary efficiency in the context of joint project work.

The specific purposes of the processing depend on the project in question and, in addition to the broader purpose of using a comprehensive collaboration platform for cooperation and professional exchange in the context of projects, may include the following:

#### **4.1.2 Cooperation and Collaboration as well as Document Exchange and Management**

For registration in the FEV Microsoft M365 Collaboration Environment, an individual user profile is required and created, if one does not already exist. For this purpose, we process your name and e-mail address as well as information about your organization. In addition, we process required usage data (information about your activities in connection with the use of the platform, e.g., call ups of content, activities in project groups, meetings, and documents, content called up and edited by you in relation to the respective duration of use). Insofar as you participate in online meetings, we also process your access data (e.g. individualized link via which you were invited to a conference, date and time you dialed into the conference and the time you left, dial-in number and country if applicable), as well as connection and meeting metadata (e.g. topic/name of a meeting, description (optional), IP address, device/hardware information).

When you take advantage of the ability to collaborate with other project participants, we process content data (e.g., content of your contributions in chats or meetings, as well as the content of files uploaded by you, document or screen share content transferred to meeting topics, calendar entries, status of tasks) to enable you to work collaboratively. For example, as part of collaborative work, you can create lists or set, manage, prioritize, and track tasks and deadlines. Furthermore, the use of the FEV Microsoft M365 Collaboration Environment is intended to enable or facilitate collaborative work for you through shared and central document editing, annotation, storage, management and versioning, including upload and download capabilities, sorting, archiving and filtering of documents. In addition, the functions of a fast and direct exchange via the chat function (individual and project group-wide) including integration of files/documents, status display regarding the availability of other project members, display of read confirmations as well as appointment management and information about and, if necessary, reminders of current tasks or recommended contributions can be used. Information about your activities is shared with FEV and other guest users you work with within your collaboration environment. As a registered guest user, you are also visible to other users within the FEV MS365 Collaboration Environment.

#### **4.1.3 Management of the FEV Microsoft M365 Collaboration Environment**

We further process your personal data for the management of group memberships, group content, shared documents, contact data and appointments in the FEV Microsoft M365 Collaboration Environment and for the overview of active project groups.

#### **4.1.4 Telephone/Video Conferences (Teams Meetings)**

FEV processes data for video and audio transmission and display (e.g., data from the microphone or video camera of the end device used) to enable you to participate in Teams meetings (telephone/video conferences) to communicate in real time as part of the project work. The purpose of conducting video and audio conferences, in particular as part of presentations, meetings, webinars or conferences, is to collaborate with project partners and in project groups. For this purpose, there is also the possibility here to share content with the other participants via "screensharing" or via the chat function. To the extent that you would like to restrict processing, you can of course turn on/off the camera and/or mute the microphone of your end device at any time via the "Microsoft Teams" app.

With your consent, data processing may also include image and sound recordings of meetings, including video and audio recordings, presentations, text files, audio or log files (Art. 6 para. 1 lit. a of the GDPR). If meetings are to be recorded, you will be informed in advance. A recording as well as subsequent further processing of these will only take place if and insofar as you have consented to this ahead of time.

#### **4.1.4 Technical Monitoring, Backups, Troubleshooting and Updating of the Service**

In order to provide a secure and error-free communication service, diagnostic data (e.g., related to service usage including transmission quality) is sometimes processed so that the services can be provided error-free and with high performance. Since all applications are cloud-based, these are checked throughout in an automated manner. The processing of diagnostic data serves to improve, secure, monitor and update the technical service by importing new versions. Finally, the processing is also used to ensure the security of the service and for rapid troubleshooting by Microsoft. To the extent that you request our support or provide us with feedback, we process the personal data you provide in this context (e.g., troubleshooting tickets) to assist you in troubleshooting.

#### **4.2 Compliance with Legal Obligations**

The processing of your data may also be carried out, where applicable, on the basis of Article 6 para. 1 lit. c of the GDPR if we are legally obliged to process your data. Such obligations may arise, for example, from commercial, tax, money laundering or financial law. The purposes of the processing result from the respective legal obligation. The processing usually serves the purpose of fulfilling legal state control and information obligations.

In this case, we delete your data after the applicability of the relevant legal obligation has ceased, unless another legal basis requires and/or legitimizes continued processing. If the latter applies, we delete your data when the applicability of this other legal basis ends.

## 5. Recipients

Within our company, only those departments and the employees working there have access to your personal data that require such access to fulfill the purposes stated in section 4. At our company, these are in particular the project managers and employees and IT administrators responsible for you or your organization.

We only pass on your personal data to external recipients if this is necessary for the processing of our joint business relationship, in particular in the context of a project, if there is a legal justification for this or if you have consented to this. External recipients may be

- Processors: External service providers that we use to provide services, for example, in areas of our technical infrastructure.
- Other users: All files posted/uploaded to Microsoft Teams by users, as well as content and comments, are accessible to individuals (individuals, members of a team, or members of a channel within a team) with whom they are shared.
- Public authorities: Authorities and government institutions, such as tax authorities, to which we must transfer personal data for legally compelling reasons.
- Microsoft as provider of the M365 platform: When providing Microsoft Teams, Microsoft processes certain diagnostic and service data (in addition to processing as a processor within the meaning of point a)) and uses this data for its own purposes. The scope of the processing is determined by the settings in your Microsoft user account made by you and/or your organization. To the extent that Microsoft processes personal data in connection with its own legitimate business operations, Microsoft is an independent controller within the meaning of the GDPR for those processing operations.

For details on Microsoft's processing, please see: <https://docs.microsoft.com/de-de/microsoftteams/teams-privacy>

## 6. Data Deletion

We delete your data when it is no longer necessary for the purposes we are pursuing (see above) and no other legal basis requires and/or legitimizes the continued processing. If the latter applies, we delete your data when the applicability of this other legal basis ends.

If you are inactive for more than 90 days, the necessity of maintaining your account will be queried with the responsible FEV employee. If there is no response from the responsible FEV employee within a further 30 days that the account is still needed, your user profile and the

data processed for it will be deleted. Alternatively, you have the option to leave the FEV Microsoft M365 Collaboration Environment at any time by yourself at <https://myaccount.microsoft.com> under Organizations. Personal data that we process as of your active collaboration with us in MS Teams will be deleted after 180 days if the entire team is inactive.

## 7. Data Processing in Third Countries

As part of the data processing described here, we do not transfer your personal data to a third country. However, it is possible - to a limited extent - that your personal data may be transferred by our contractual partner Microsoft Ireland (South County Business Park, One Microsoft Place, Carmanhall And Leopardstown, Dublin, D18 P521, Ireland) to Microsoft Corporation (One Microsoft Way, Redmond, WA 98052-6399, USA) and thus to a service provided by a provider from the USA. Personal data may therefore also be processed in a third country. If this takes place, Microsoft Ireland has contractually assured us that such a transfer is subject to appropriate guarantees and that the EU standard contractual clauses are concluded. In addition, Microsoft Corporation has joined the EU-US Data Privacy Framework. This data transfer is necessary to enable collaboration in our MS collaboration environment to fulfill a contract concluded between us and you or your company in your interest.

## 8. Data Subject Rights

As a data subject, you have the following rights under the GDPR, provided that the respective legal requirements are met:

Right to information: You have the right to receive information about the data we have processed about you.

Right of rectification: You can request the correction of incorrect personal data concerning you. You can also request the completion of incomplete data.

Erasure: In certain cases, you can request the deletion of your personal data.

Restriction of processing: You may request that we - insofar as the legal requirements are met - restrict the processing of your data.

Data portability: If you have provided us with data on the basis of a contract or consent, you may, if the legal requirements are met, request that you receive the data you have provided in a structured, common and machine-readable format or that we transfer it directly to another company at your request.

Withdrawal of consent: If you have given us consent to process your data, you can withdraw this consent at any time with effect for the future. The lawfulness of the processing of your data until the withdrawal remains unaffected.

**Individual right of objection**

Insofar as we process your personal data to protect our legitimate interests and thus based on Art. 6 para.1 f) GDPR, you have the right to object to this processing at any time for reasons arising from your particular situation.

If you exercise your right to object, we will stop processing your data unless we can demonstrate - in accordance with the legal requirements - compelling legitimate reasons for further processing that outweigh your rights.

Right of complaint to the supervisory authority: You may also file a complaint with the competent supervisory authority if you believe that the processing of your data violates applicable law. To do so, you can contact the data protection authority responsible for your place of residence or country or the data protection authority responsible for us.

**Annex: European FEV Company(ies) responsible for processing:**

<b>Name of the company</b>	<b>Street</b>	<b>Postal code</b>	<b>City</b>	<b>Country</b>
AAA Automotive Association GmbH	Neuenhofstr. 181	52078	Aachen	Germany
EDL Reithschule GmbH	Am Schürholz 1	49078	Osnabrück	Germany
etamax space GmbH	Lilienthalplatz 1	38108	Braunschweig	Germany
FEV EVA GmbH	Heidemannstr. 41a	80939	München	Germany
FEV Asia GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV Austria GmbH	Karl-Punzer-Str. 14	4400	Steyr	Germany
FEV Consulting GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV CRELTEC GmbH	Steigstraße 40	88131	Lindau	Germany
FEV Dauerlaufprüfzentrum GmbH	Aachener Str. 1	06796	Sandersdorf-Brehna	Germany
FEV eDLP GmbH	Auf der Sonnenseite 1	06792	Sandersdorf-Brehna	Germany
FEV Europe GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV ECE Automotive SRL	Bulevardul Metalurgiei, nr. 77	041836	Bucuresti, Sectorul 4	Romania
FEV France S.A.S.	11 RUE DENIS PAPIN	78197	Saint Quentin en Yvelines Cedex	France
FEV Group GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV Iberia S.L.	World Trade Center / Block Sur -2a Planta	08039	Barcelona	Spain
FEV.io GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV Italia S.r.L	Energy Center /Via Paolo Borsellino, 38/16	10138	Torino	Italia
FEV Netherlands B.V.	Automotive Campus 30	5708 JZ	Helmond	Netherlands
FEV Norddeutschland GmbH	Lilienthalplatz 1	38108	Braunschweig	Germany
FEV Polska sp. z o. o.	Cholerzyn 467	30-060	Liszki	Poland
FEV Service Management GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV Software & Testing Solutions GmbH	Brehnaer Straße 3	06188	Landsberg/Saalekreis	Germany

FEV Software & Testing Solutions S.A.S.	11 RUE DENIS PAPIN	78197	Saint Quentin en Yvelines Cedex	France
FEV Sverige AB	Theres Svenssons Gata 15	417 55	Göteborg	Sweden
FEV Test Systems GmbH	Neuenhofstr. 181	52078	Aachen	Germany
FEV UK Ltd.	C-ALPS, Coventry Innovation Village/ Cheetah Road	CV1 2TL	Coventry	United Kingdom
FEV Vehicle GmbH	Erich-Herion-Str. 6	70736	Fellbach	Germany
share2drive GmbH	Krefelder Str. 147	52070	Aachen	Germany