

## **Information pursuant to Articles 13, 14, 21 and 49 of the General Data Protection Regulation (GDPR) -**

Dear users of our video conferencing services,

We hereby inform you in accordance with Art. 13, 14, 21 and 49 GDPR about the processing of your personal data by us and the claims and rights to which you are entitled under the data protection regulations.

### **1. Who is responsible for data processing and whom can I contact?**

#### **Controller:**

SONO MOTORS GmbH  
Waldmeisterstr. 76  
80935 München

E-Mail: [info@sonomotors.com](mailto:info@sonomotors.com)

Phone: +49 (0)89 – 452018

#### **You can reach our company data protection officer at:**

SONO MOTORS GmbH  
Datenschutzbeauftragter  
Waldmeisterstr. 76  
80935 München

E-Mail: [dataprivacy@sonomotors.com](mailto:dataprivacy@sonomotors.com)

Phone: +49 (0)89 – 452018

### **2. What sources and data do we use?**

We process personal data obtained from you in the course of your use of an online meeting tool.

We currently offer the following online meetings via the following tools:

- Google Meet

Relevant personal data:

- Meeting organization (identifier, freely selectable user name, freely selectable meeting name and room, session and settings cookies)
- Meeting participation (user-defined username, shared screen, camera and audio transmission, session and settings cookies)
- Chat history data
- Traffic and control data (IP address with time and date, client information)

### **3. What do we process your data for (purpose of processing) and on what legal basis?**

We process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

#### **a) For the fulfillment of contractual obligations (Art. 6 para. 1 lit. b) GDPR or Art. 49 para. 1 lit. b) GDPR)**

The processing of personal data (Art. 4 No. 2 DS-GVO) is carried out for the provision of services, delivery of goods, in particular for the execution of our contracts with you and the execution of your orders, as well as all activities necessary with the operation and administration of a company.

The purposes of data processing are primarily based on the specific consulting or services you have booked or on the underlying contracts (e.g. internal meetings, customer discussions, etc.).

You can find further details on the purpose of data processing in the respective contract documents and terms and conditions.

#### **b) Within the framework of the weighing of interests in the event of conflicting interests (Art. 6 para. 1 lit. f) GDPR or Art. 49 para. 1 lit. c) GDPR)**

Where necessary, we process your data beyond the actual performance of the contract to protect legitimate interests of us or third parties. Examples:

- Testing and optimizing procedures for needs analysis and direct customer contact;
- Advertising or market and opinion research, e.g. through the use of cookies, insofar as you have not objected to the use of your data;
- Assertion of legal claims and defense in legal disputes;
- Ensuring IT security and IT operations;
- Measures for business management and further development of services and products.

In particular, the software companies that provide the respective tools may create so-called usage profiles based on your usage behavior and use them for the placement of advertisements. For this purpose, cookies are usually stored on your computer.

**c) Within the framework of the weighing of interests in the case of similar interests (Art. 49 para.1 lit. c) GDPR)**

If the weighing of interests shows that both the controller and the data subject have an interest in the transfer of data to a third country, the transfer of data is based on Art. 49 para. 1 lit. c) GDPR.

**d) Based on your consent (Art. 6 para. 1 lit. a) GDPR, Art. 49 para. 1 lit. a) GDPR)**

Insofar as you have given us consent to process personal data for certain purposes (e.g. transfer of data to third parties, evaluation of data for marketing purposes), the lawfulness of this processing is based on your consent. Consent given can be revoked at any time.

Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected.

If you have given the software companies consent to a certain data processing via the tools, the processing is carried out on the legal basis of Art. 6 para. 1 lit. a) GDPR and Art. 49 para. 1 p. 1 lit. a) GDPR.

**e) Due to legal requirements (Art. 6 para. 1 lit. c) GDPR) or public interest (Art. 6 para. 1 lit. e) GDPR)**

In addition, we are subject to various legal obligations, i.e. legal requirements (e.g. commercial law, tax laws, etc.). Insofar as data is processed in this regard, this is done exclusively on the basis of these regulations.

#### **4. Who gets my data?**

Within the company, those departments receive your data that need it to fulfill our contractual and legal obligations. Processors used by us (Art. 28 GDPR) may also receive data for these purposes. These are companies in the categories of IT services, logistics, printing services, telecommunications, debt collection, advice and consulting as well as sales and marketing and address determination.

With regard to the transfer of data to recipients outside the company, it should be noted that we only pass on your data if legal provisions permit or require

this, you have consented or we are authorized to provide information. Under these conditions, recipients of personal data may be, for example:

- Public authorities and institutions (e.g. tax office, public prosecutor's office, police, supervisory authorities) in the event of a legal or official obligation.

Other data recipients may be those entities for which you have given us your consent to transfer data.

## **5. How long will my data be stored?**

To the extent permitted by law, we process and store your personal data, in particular as long as this is necessary to fulfill the respective purposes.

## **6. Is data processed to a third country or an international organization?**

Data is only transferred to third countries (countries outside the European Economic Area - EEA) if this is necessary for the execution of our online meeting offers, is required by law or you have given us your consent.

We will inform you separately about details, if required by law.

When using this offer, we point out that data of you as a user may be processed outside the EU.

## **7. What privacy rights do I have?**

Every data subject has the right to **information** under Article 15 of the GDPR, the right to **rectification** under Article 16 of the GDPR, the right to **erasure** under Article 17 of the GDPR, the right to **restriction of processing** under Article 18 of the GDPR and the right to **data portability** under Article 20 of the GDPR. With regard to the right to information and the right to erasure, the restrictions pursuant to Sections 34 and 35 BDSG apply. In addition, there is a right of appeal to a data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 BDSG).

We would like to point out that the easiest way to assert your data subject rights in connection with the use of the tool is against the software company.

For Google Meet, you can find more information at:

<https://cloud.google.com/privacy>

## **8. Is there an obligation for me to provide data?**

Within the scope of use, you only have to provide the personal data that is required for use or that we are legally obligated to collect. Without this data, meaningful use may be limited or impossible.

**9. To what extent is there automated decision-making in individual cases**

Fully automated decision-making pursuant to Art. 22 DS-GVO does not take place. Should we use these procedures in individual cases, we will inform you about this separately if this is required by law.

**10. To what extent will my data be used for profiling (scoring)?**

We do not process your data with the aim of evaluating certain personal aspects (profiling).

**Information about your right to object  
according to Art. 21 of the General Data Protection Regulation (GDPR)**

**1. Right to object on a case-by-case basis**

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6 para.1 lit. e) GDPR (data processing in the public interest) and Article 6 para. 1 lit. f) of the GDPR (data processing on the basis of a balance of interests); this also applies to profiling based on this provision within the meaning of Article 4 No. 4 GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

**2. Right to object to processing of data for direct marketing purposes**

In individual cases, we process your personal data for the purpose of direct marketing. You have the right to object at any time to the processing of personal data concerning you for the purposes of such advertising; this also applies to profiling, insofar as it is associated with such direct advertising.

If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

The objection can be made form-free and should preferably be addressed to:

SONO MOTORS GmbH  
Waldmeisterstr. 76  
80935 München  
Email: [info@sonomotors.com](mailto:info@sonomotors.com)  
Phone: +49 (0)89 – 452018

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