

## PRIVACY POLICY FOR PARTICIPATION IN ONLINE MEETINGS

This information is intended for participants in online meetings (hereinafter referred to as "**you**") of Anyline GmbH and its subsidiaries ("**Anyline**" or "**we**").

The controller within the meaning of the GDPR is Anyline GmbH, Zirkusgasse 13/1, 1020 Vienna, Austria, Tel.: +43 1 9972856, E-Mail: [privacy@anyline.com](mailto:privacy@anyline.com).

When conducting online meetings, personal data is processed in the form of contact data, video and audio data, as well as device data, diagnostic and telemetry data. This processing is necessary for the fulfilment of contractual obligations or pre-contractual measures (e.g. the employment contract for employees, preliminary discussions for projects), unless other, milder means can be used with comparable efficiency and is only carried out for the duration of the respective meeting.

In the legitimate interest of efficient communication, in some cases an AI-supported transcription of the online meeting is carried out to create minutes. This is done without storing audio data. However, participants have the option to object to this transcription by mentioning it at the beginning of the meeting or turning off their microphone. Data about participation in the online meeting as well as any texts entered by participants in the chat window of the meeting and minutes created will be deleted after the expiry of the statutory retention obligations (generally seven years).

Anyline uses processors for conducting online meetings and transcribing who work exclusively on the instructions of Anyline GmbH, do not use the data for their own purposes and are bound by their own agreements to the data protection obligations of the General Data Protection Regulation. In some cases, this may also involve a transfer to countries outside the European Union. In order to ensure the rights and freedoms of data subjects, agreements were therefore concluded with processors in accordance with the standard contractual clauses approved by the EU Commission (Art. 46 GDPR) and additional contractual obligations were assured by the processors to ensure a level of data protection comparable to that of the EU.

You have the right to information, correction and deletion of the data, the right to restriction of processing, to object to processing and the right to data portability to another controller. You also have the right to lodge a complaint with a supervisory authority. If you have any questions about data protection at Anyline in general and how to exercise your rights, please contact our data protection officer at: [privacy@anyline.com](mailto:privacy@anyline.com).