

Data Privacy & Terms of Use – Saba Meeting Webinar | Situation as of 1st December, 2015

The protection of personal data is important to the GIZ. Here we will inform you which personal data of users of the webinar tool on the Global Campus 21 is stored and what we use it for.

- Last name, first name and email address, which are or have been transmitted in the event of a webinar through Saba Meeting, will be stored on servers of the company Liveplace and will be used to conduct the webinar as well as the follow up of the webinar (e.g. sending of webinar documentation, link to the recording, further appointments).
- Access to participant's data is limited to the following people: Super- and Campus Administrators of the GC21, authorized employees of the company LivePlace and Time4You, together with the coordinator of the webinar (Webinar Administrator) and the corresponding project coordinators within the GIZ. All of the aforementioned groups have to use the data according to the above-mentioned purpose and have to manage it confidentially and correctly.
- The GIZ protects the data through appropriate technical and organizational measures from unintentional or intentional manipulation, destruction, loss or access through unauthorized third parties.
- The data will not be passed on.
- On some occasions the webinar will be recorded. **If recording is intended it will be announced beforehand in the email containing the link to the webinar.** The recording contains all presentations, anonymous polls, videos, documents and audio and video transmissions. Recorded webinars can either be published on the Internet or be sent to other users. Only the Webinar Administrators and the Campus Administrators know the link leading to the recorded sessions.
- **If you want to participate in a seminar without allowing your personal data (last name, first name, picture and audio) to be included in publication or distribution, please pay attention to the following advice:** last name and first name will be visible in the participants list. You can use an alias instead of your real name if you do not want your name to be recorded. Deactivate your microphone and camera to prevent video and audio transmission. Contributions and questions can be entered via keyboard. Providing an email address is optional for the participation in a webinar. Prior to the web conference, the moderator will point out that the conference is being recorded. It is possible for the moderator to pause the recording during the session at any time if specific content should be excluded from the recording. Chat history will not be recorded. However, it is possible for the moderators to download the chat history as a text file. This might serve to provide follow up on questions, comments or suggestions after the webinar. Name and corresponding message of the participant are visible in the chat history. The text file with the chat history will be deleted irrevocably within two days.
- Any recordings of the webinar will be deleted irrevocably after two years.

- The data will be used exclusively for the purposes described above; any other use is always dependent on renewed prior consent of the participant.
- The webinar saves cookies in your browser. Cookies are small text files which are saved locally on your browser and which we use for the length of one session to identify you at login, choose the correct menu language and guarantee smooth services. Cookies can be disabled within your browser. However, this might affect the function of the application.
- The person signing this statement has the right to ask for a copy of his/her personal data stored, to have it corrected if necessary and to have them deleted if requested. The permission to use your data can be revoked by you at any time. We cannot, however, guarantee the deletion of all recordings already on the Internet, as third parties might have made copies.

Please send any requests for revocation via email to: support-gc21@giz.de