

## Privacy policy for the use of Microsoft Forms

In the following, we would like to inform you about the processing of personal data in connection with the use of "Microsoft Forms". The global provision of the form is carried out by Microsoft Corporation.

Depending on the purpose of Microsoft Forms, we may use the personal data collected with Microsoft Forms for the following purposes:

- Product improvement
- Increase in customer satisfaction
- Increase in employee satisfaction
- Organizing events

We endeavor to make our surveys anonymous and data protection friendly.

### § 1 Details of the person responsible

The controller within the meaning of data protection laws, in particular the EU General Data Protection Regulation (GDPR), is the company named at the beginning of the survey.

#### **Freudenberg SE**

Hoehnerweg 2-4

69469 Weinheim

E-Mail: info[at]freudenberg.com

*If you call up forms from "Microsoft", Microsoft is responsible for data processing. Information on the use of Microsoft Forms can be found at: <https://www.microsoft.com/de-de/servicesagreement/default.aspx> and <https://support.microsoft.com/de-de/office/sicherheit-und-datenschutz-in-microsoft-forms-7e57f9ba-4aeb-4b1b-9e21-b75318532cd9>*

### § 2 Details of the DPO

You can reach our data protection officer at

#### **activeMind.legal Rechtsanwalts-gesellschaft m. b. H.**

Potsdamer Street 3

80802 Munich

Phone: +49 89 919294-900

E-mail: dataprotection-support[at]freudenberg.com

### § 3 Your rights as a data subject

You can exercise the following rights at any time using the contact details provided:

- Information about your data stored by us and its processing (**Art. 15 GDPR**),
- Correction of incorrect personal data (**Art. 16 GDPR**),
- Deletion of your data stored by us (**Art. 17 GDPR**),
- Restriction of data processing if we are not yet allowed to delete your data due to legal obligations (**Art. 18 GDPR**),
- Objection to the processing of your data by us (**Art. 21 GDPR**) and
- Data portability, provided that you have consented to the data processing or have concluded a contract with us (**Art. 20 GDPR**).

If you have given us your consent, you can revoke it at any time with effect for the future. You can lodge a complaint with a supervisory authority at any time, e.g. with the competent supervisory authority in the federal state of your place of residence or with the authority responsible for us as the controller.

A list of supervisory authorities (for the non-public sector) with addresses can be found here: [List of supervisory authorities](#).

## § 4 Information about your right to object in accordance with Art. 21 GDPR

### Individual right of objection

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (f) of Article 6(1) GDPR (data processing on the basis of a balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4(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 establishment, exercise or defence of legal claims.

### Recipient of an objection

The objection can be sent informally with the subject "Objection", stating your name, address or other identifying features, to the contact information given above.

## § 5 Microsoft Forms

**(1) Type and purpose of processing:** When using Microsoft Forms, various types of data are processed. The scope of the data also depends on the information you provide when participating in a vote or survey in Forms, especially if questions are formulated "openly".

The following personal data may be subject to processing:

- IP address
- Username, display name, e-mail address,
- Profile picture (optional, if stored in Microsoft 365)
- Preferred language
- Status (optional, if stored in Microsoft 365)
- Date and time of opening the survey.
- Date and time of dispatch of the reply(s)
- Survey-specific data (the scope of this data depends on the questions and answers, etc.)

If you take part in an anonymous survey, your answer will not contain any personal data. We endeavour to conduct the surveys anonymously wherever possible.

Automated decision-making within the meaning of Art. 22 GDPR is not used.

**(2) Legal basis:** Insofar as consent is given by participating in a survey, the legal basis is Art. 6 (1) lit. a) GDPR (consent of the data subject). Consent given can be revoked at any time with effect for the future. Withdrawal or non-granting of consent does not result in any disadvantages.

Insofar as personal data of employees of Freudenberg or its affiliated companies are processed, Art. 6 para. 1 lit. b) GDPR is the legal basis for data processing. This legal basis for data processing also applies in the context of the establishment, execution or termination of a contractual relationship with customers.

If, in connection with the use of "Microsoft Forms", personal data is not required for the establishment, execution or termination of the contractual relationship, but is nevertheless an elementary component of the use of "Microsoft Forms", Art. 6 (1) f) GDPR is the legal basis for data processing. In these cases, our legitimate interest lies in effectively ensuring customer satisfaction and product improvement.

If survey responses contain special categories of data within the meaning of Art. 9 GDPR, e.g. data on food allergies, which are queried for the purpose of event planning, the legal basis is Art. 9 (2) lit. a) or Art. 6 (1) lit. a) GDPR (consent of the data subject).

- (3) Recipients:** Recipients of the data are only the respective responsible survey creators and a limited number of employees. Other recipients of the data may be technical service providers who are involved in conducting the surveys, planning the event, sending out invitations or providing the IT infrastructure. "Microsoft Forms" is a service of the Microsoft Corporation. Information on data protection can be found [here](#).
- (4) Third country transfer:** Data processing outside the European Union (EU) does not generally take place, as we have restricted data storage locations to data centres in the European Union. However, we cannot rule out the possibility that data may be routed via internet servers located outside the EU. This may be the case if users are located in a third country. However, the data is encrypted during transport via the Internet and thus protected from access by third parties. from unauthorized access by third parties.

Microsoft Corp. is based in the USA. Processing can therefore also take place outside the EU, namely in the USA. If there is a transfer to a third country, there are guarantees in the form of [standard contractual clauses](#) of the EU Commission.
- (5) Storage period:** In principle, we delete personal data if there is no need for further storage. A requirement may exist in particular if the data is still required for the fulfilment of contractual services in order to check and grant or defend against warranty and guarantee claims. In the case of statutory retention obligations, deletion will only be considered after the respective obligation has expired. If your data is processed on the basis of your consent, we will delete your data after receiving a cancellation of your consent.
- (6) Provision required or necessary:** Without the personal data, we are not able to carry out the consultation or survey with you.
- (7) Objection:** Please read the information on your right to object in Section 4 of this Privacy Policy (above).