

Data Protection Information for IIASA Online Meetings, Teleconferencing, and Webinars

The purpose of this document is to inform you about the processing of personal data when using tools like "Zoom" or "MS Teams".

Purpose of the processing

IIASA uses Zoom and MS Teams to host teleconferences, online meetings, videoconferences and/or webinars (hereinafter "online meetings"). Zoom is a service of Zoom Video Communications, Inc., with its headquarters in the USA. Zoom data is stored in the European Union. MS Teams is a service of Microsoft Inc., with its headquarters in the USA. MS Teams data is stored in the European Union.

Data Controller

The Controller for the data processing that pertains to the direct execution of online meetings is the International Institute for Applied Systems Analysis, Schlossplatz 1, A-2361 Laxenburg, Austria, ZVR 524808900. For any questions, please contact the IIASA Data Protection Manager at dataprotection@iiasa.ac.at.

Note: If you visit the website of Zoom or MS Teams, the provider of the respective tool is the data controller.

What data is being processed?

When using one of the tools, different sets of data are being processed. The amount of data being processed also depends on what data you provide before and while attending the meeting.

The following personal data is being processed:

Information of the participant: first name, last name, telephone (optional), password, profile picture (optional), department (optional)

Meeting metadata: topic, description (optional), participant IP-addresses, device/hardware information

When recorded (optional): MP4, MP3-, .mov, .jpeg, RAW, or .wav -File of all video-, audio- and presentations recordings, M4A-Files of all audio recordings, text file of the meeting chat

When dialing in with a phone: information about the incoming and outgoing telephone number, country name, start and end time.

Text-, Audio- and Video data: You can possibly use the chat-, question- or survey function in an online meeting. Any information you provide (text-input) will be processed to display and possibly protocol the information in the online meeting. To be able to show video and play audio, the respective data from your devices (camera and microphone) will be processed. You can, at any given time, mute your microphone and turn off your video camera. To participate in an online meeting, you must at least provide a name, though there is no obligation to provide your clear name. You can use Zoom and MS Teams by entering the Meeting ID and, if applicable, other credentials. Should you not want to use the app, you can use the basic functionality via a browser version of the respective tool.

Scope of processing

We use Zoom and MS Teams to perform online meetings. If we want to record an online meeting, we will inform you in a transparent way accordingly in advance and – if required – obtain your consent. If a meeting is recorded, it is visible in the respective tool. Minutes may be taken to document the proceedings of the online meeting.

The Zoom AI Companion or the "Record and Transcribe" in MS Teams may be activated at the discretion of the host. Third-party applications that process meeting content (e.g., transcription bots, AI assistants, recording tools) may not be activated during meetings unless explicitly approved by IIASA. Other third-party applications which can be integrated as a plugin with MS Teams (e.g., project management tools) may be used if they have been approved by IIASA, and a suitable data processing agreement is in place.

Automated decision making in the meaning of Art. 22 GDPR is not performed.

Legal bases of processing

The legal basis of processing, when the online meeting is held in the framework of a contractual relationship (e.g., staff members, externally funded projects) is **Art. 6(1)(b) GDPR**.

Additionally, and for all online meetings without a contractual relationship, the legal basis of processing is our legitimate interest, **Art. 6(1)(f) GDPR**, namely the effective execution of online meetings.

Third party recipients

Personal data that is being processed in online meetings are in principle not transmitted to third parties unless the purpose of the information is to be shared. Please note that information shared in online meetings is often intended to be communicated to third parties and is therefore transmitted (e.g., decision taken in an online meeting to be shared with colleagues).

Additional Recipients: The providers of Zoom¹ and MS Teams² receive the information stated above as far as necessary and as outlined in the data processing agreement.

Data processing outside the European Union

Zoom and MS Teams are services provided by companies with headquarters in the USA. Data processing for Zoom and for MS Teams take place in the European Union. We have signed data processing agreements with both service providers that fulfil the requirements of **Art. 28 GDPR**.

Appropriate safeguards for the data processing are guaranteed on the one hand by the certification under the "Privacy-Shield" as well as the signing of the so called "Standard Contractual Clauses"

Your rights

You have the following rights under data protection laws in relation to your personal data:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

To exercise your data subject rights, please contact IIASA Data Protection Manager under dataprotection@iiasa.ac.at.

If you believe that the processing of your data violates the data protection law, or your data protection rights have otherwise been violated in any way, you can file a complaint with the competent supervisory authority: Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna, Phone: +43 1 52 152-0, E-mail: dsb@dsb.gv.at.

Data retention

As a matter of principle, we delete personal data when there is no need for further storage. A requirement can exist if the data is still needed to fulfil contractual services. In the case of statutory storage obligations, deletion shall only be considered after expiry of the respective storage obligations.

Changes to this data protection information

We will revise this data protection information in the event of changes in data processing or other occasions that make this necessary. You will always find the current version on the IIASA website.

Last updated: 10/03/2026

¹ <https://www.zoom.com/de/trust/privacy/privacy-statement/>

² <https://www.microsoft.com/de-de/privacy/privacystatement#mainnoticetoendusersmodule?PrintView=true>