

Data protection information for participants in "online meetings" held by companies of the riha WeserGold Beverage Group Germany

1) What personal data is processed?

We use the tool "Microsoft Teams" (hereinafter: "MS Teams") to conduct telephone conferences, online meetings and/or, video conferences (hereinafter: "online meetings"). "MS Teams" is a service of Microsoft Corporation.

When using "MS Teams", various types of data are processed. The scope of the data also depends on the data you provide before or during participation in an "online meeting".

The following personal data are subject to processing:

- User details: e.g. display name ("Display name"), e-mail address if applicable, profile picture (optional), preferred language;
- Meeting metadata: e.g. date, time, meeting ID, phone numbers, location;
- Text, audio and video data: You may have the opportunity to use the chat function in an "online meeting". In this respect, the text entries you make are processed in order to display them in the "online meeting". In order to enable the display of video and the playback of audio, the data from the microphone of your terminal device and from any video camera of the terminal device are processed accordingly during the meeting. You can turn off or mute the camera or microphone yourself at any time via the "MS Teams" apps.
- If we want to record "online meetings", we will transparently inform you in advance and - if necessary - ask for your consent.
- If it is necessary for the purposes of logging the results of an online meeting, we will log the chat content. However, this will not usually be the case.

2) For what purposes is your data processed and on what legal basis is this done?

We process personal data in compliance with the EU General Data Protection Regulation (DSGVO), the German Federal Data Protection Act (BDSG) and all other relevant laws.

Depending on the business relationship you have with us, we process your personal data in connection with the conduct of "online meetings" for the following purposes and based on the legal bases listed below:

- If you already have a business relationship with us as a customer or supplier, or if we are interested in a business relationship with you, we process your data to carry out pre-contractual measures, such as in particular initiating a contract and drawing up a quotation, and after a contract has been concluded, to fulfil it (Art. 6 (1) lit. b DSGVO).
- If you apply for a position in our company and we make a (preliminary) selection among the applicants via "online meeting", the associated data processing may be necessary for the decision on the establishment of an employment relationship with you (Section 26 (1) sentence 1 BDSG in conjunction with Article 88 (1) DSGVO).
- If you are an employee of our company, participation in an "online meeting" and the associated processing of your personal data may be necessary for the implementation or, if applicable, termination of the employment relationship with you (Section 26 (1) sentence 1 BDSG in conjunction with Article 88 (1) DSGVO). In addition, we base the processing on an existing company agreement on the implementation of video conferencing within the scope of the employment relationship (Section 26 (4) BDSG in conjunction with Article 88 (1) DSGVO).
- Insofar as we are in business contact with you in a context other than those mentioned above and invite you to participate in an "online meeting", this is done in our overriding legitimate interest in carrying out our business operations (Art. 6 para. 1 lit. f DSGVO).

Irrespective of the nature of your business relationship with us, we also base the processing of your personal data in connection with your participation in an "online meeting" initiated by us on our overriding legitimate interest in saving organisational and time efforts as well as costs by holding an "online meeting" instead of a face-to-face meeting, as well as in reducing personal contacts in times of a pandemic (Art. 6 para. 1 lit. f DSGVO).

Insofar as you have given us your consent to process your data in connection with the conduct of an "online meeting", e.g. for the recording of the "online meeting", the processing is based on Art. 6 para. 1 lit. a DSGVO or, in the case of the processing of special categories of personal data, on Art. 9 para. 2a DSGVO and, insofar as you are an employee of our company, on Art. 26 para. 2 BDSG in conjunction with Art. 88 para. 1 DSGVO.

Automated decision-making in the sense of Art. 22 DSGVO does not take place.

3) Do you have an obligation to provide your personal data?

For customers and suppliers: An obligation to participate in an "online meeting" and to provide your personal data required for this purpose only exists insofar as this is necessary for the performance of a contract with you. If applicable, non-participation in the "online meeting" could jeopardise the fulfilment of the contract or at least make it more difficult.

For job applicants: Insofar as we base a (preliminary) selection among the applicants for a position advertised by us also on video interviews, your non-participation in a video conference can lead to your being eliminated from the group of applicants.

For employees of our company: Your participation in company-initiated "online meetings" may be necessary for the fulfilment of your duties under your employment contract. In some circumstances, your failure to attend may result in disciplinary action.

4) Who will your data be shared with?

All participants in the "Online Meeting" will receive personal data of the other participants. This may include your name entered when you dial into the "online meeting" and the video and audio signal transmitted.

We are a group company. It is in our legitimate interest pursuant to Article 6 (1) (f) of the German Data Protection Act (DSGVO) that our IT systems, including the "online meeting systems" used by us, are largely centrally administered by our parent company at the Rinteln/Germany site for reasons of cost, efficiency and data security. In this respect, there is basically the possibility of access from there to the user data collected in connection with the implementation of an "online meeting" initiated by us. This is done under joint responsibility with our parent company in accordance with data protection law.

We have contractually obligated the providers of the online meeting systems used for video conferences conducted by us to comply with the General Data Protection Regulation (GDPR) by means of so-called order processing agreements. The online meeting system "MS Teams" used by us, among others, is a service offered by Microsoft Ireland Ltd ("Microsoft"). It cannot be excluded that Microsoft transmits data to its parent company, Microsoft Corp. in the USA. Microsoft can also carry out remote maintenance access from other third countries. We have concluded so-called EU standard contractual clauses, which meet the requirements of Art. 28 DSGVO, with Microsoft Corp. Please note, however, that the existence of an appropriate data protection standard with providers outside the EU/EEA - even in the event that EU standard contractual clauses are concluded - cannot be guaranteed in every case.

We ourselves process data exclusively on data centres in the European Union. However, we cannot exclude the routing of data via internet servers located outside the EU. This can be the case in particular if participants of an "online meeting" are located in a third country. However, the data is encrypted during transport via the internet and thus secured against unauthorised access by third parties.

5) How long is the data stored?

The duration of the storage of your personal data is determined by the discontinuation of the purpose of the storage and the end of any subsequent statutory retention obligations. If processing is based on your consent, the data will be deleted at the latest as soon as you revoke your consent.

6) What rights do you have?

In connection with the processing of your personal data, you are entitled to the rights listed below in accordance with the General Data Protection Regulation (GDPR):

- You can request information about the data stored about you via the contact details provided above (Article 15 DSGVO).
- You may request the correction or deletion of your data under the conditions specified in the General Data Protection Regulation (GDPR) (Articles 16 and 17 GDPR).
- You have the right to request the restriction of the processing of your personal data (Article 18 of the GDPR).
- You may request the return of the data you have provided in a structured, commonly used, machine-readable format (Article 20 GDPR).
- You have the right to lodge a complaint with a supervisory authority about the processing of your personal data if you consider that the processing of personal data concerning you infringes the GDPR (Article 77 GDPR).
- If the data processing is based on your consent, you can revoke this consent at any time (Article 7(3) DSGVO). Please note that the revocation is only effective for the future. Data processing that took place before the revocation remains unaffected by the revocation.

- You also have the rights of objection mentioned below:

Right to object pursuant to Article 21 GDPR

If we process your personal data to protect legitimate interests, you can object to this processing informally at any time for reasons arising from your particular situation. You can also informally object to the processing of your personal data for the purpose of direct marketing at any time.

7) Who is responsible for data collection and whom can you contact?

The company responsible for the collection of your personal data in connection with the holding of an "Online Meeting" is in principle the company of the riha WeserGold Beverage Group with its registered office in Germany listed below which holds the "Online Meeting" and which has invited you to participate in it:

- a) riha WeserGold Getränke GmbH & Co. KG, Behrenstr. 44-64, 31737 Rinteln, Germany,
Phone: +49 5751 404-0, e-mail: info@riha-wesergold.de.
- b) Fructa Getränkeindustrie GmbH, Behrenstr. 44-64, 31737 Rinteln, Germany
Phone: +49 5751 404-0, e-mail: info@riha-wesergold.de.
- c) Mecklenburger Bioobst GmbH & Co. KG, Kogeler Str. 16, 19243 Wittendörp, Germany,
Phone: +49 38852 99-0, e-mail: info@riha-wesergold.de.

Insofar as your personal data is processed by several group companies of the riha WeserGold beverage group for common purposes and by common means, they act under joint responsibility. The group companies have agreed among themselves that persons affected by the joint data processing may exercise their rights listed above under point 6) with riha WeserGold Getränke GmbH & Co. KG as the parent company under the contact details given above. All participating group companies will inform each other of the rights you may have claimed and provide each other with the necessary information.

For riha WeserGold Getränke GmbH & Co. KG we have appointed a data protection officer. You can reach this person at the address riha WeserGold Getränke GmbH & Co. KG, Data Protection Officer, Behrenstr. 44-64, 31737 Rinteln or by e-mail at datenschutz@riha-wesergold.de.

Note: Insofar as you call up the website of the online meeting system used by us, the respective provider of the system is responsible for data processing. However, accessing the website is only necessary for using the online meeting system in order to download the software for using the system.

If you do not want to or cannot use the respective app, you can also use the online meeting system via your browser. The service is then also provided via the website of the provider.

Recommendations for a data protection compliant participation in “online meetings” of the riha WeserGold Beverage Group

For the “online meetings” we conduct, we only use video conferencing systems that meet the requirements of the European General Data Protection Regulation (GDPR) and ensure end-to-end encryption of the transmitted video and audio signals.

In the following, we would like to provide participants in video conferences conducted by us with information on how each participant can and should contribute to ensuring that no confidential information is disclosed to unauthorised persons during the video conference.

1. General rules of conduct for participation in video conferences

- Protect the access data you receive from us for the virtual video conference room from unauthorised access.
- In order to prevent unauthorised data transmission, the video conferencing system we use is preset so that the participants' camera and microphone are inactive when they enter the conference room and must first be activated by the individual participants themselves.
- Participation in a video conference is in principle also possible without the camera being switched on. You can also participate by telephone only. In this case, however, you will not be able to view any documents presented by other participants.
- To protect your own data and that of the other participants, you should ensure that you are undisturbed during the video conference and that no unauthorised person can listen in or view your screen. This also and especially applies to participation from the home office.
- If possible, use a headset to make it difficult for unauthorised persons to listen in. This also improves the quality of speech and prevents annoying feedback.
- Remove voice assistants (e.g. Alexa, Siri, Cortana etc.) from the room from which you are participating or effectively switch them off.
- Make sure that your camera does not inadvertently capture any confidential information of yours, such as documents or photos hanging on the wall behind you.
- Turn off your microphone during long pauses in speech. This reduces background noise and prevents unintentional eavesdropping by the other participants, e.g. if you have to answer a telephone call abruptly.
- If you want to have a conversation with a person not connected to the conference during the video conference, e.g. when accepting an incoming telephone call, make sure that you switch off your microphone beforehand and, if the person in question is present in person and is within the detection range of your camera, also switch off your camera.
- If, during the course of the meeting, you notice that there are people in the virtual conference room who are unknown to you or whose participation you have not been informed of, speak to the moderator of the meeting about this.

2. Desktop/File Sharing

If you intend to share documents with the other participants during the video conference so that they are visible to all participants on their own screens, consider the following:

- Limit your shared view with the other participants to the document or application in question, instead of making your entire desktop/screen visible to them. Also, close your mail and messenger programs beforehand so that you do not inadvertently provide insight into contact data and/or messages. This also prevents "new message" pop-ups from appearing.
- Limit the data you present to what is absolutely necessary for the purpose of the meeting. For particularly sensitive data, you should choose alternative, more secure forms of transmission if possible.
- Documents presented may only be copied/saved with the prior consent of the presenter.

3. Recording video conferences

Recording of a video conference is only permitted if all participants have given their prior consent. Recording without consent may constitute a legal offence.

A recording must be deleted immediately after the purpose of the recording has ceased to exist.