

Data protection information: automatic transcription

Introduction

Dear participant,

We would like to inform you about how we process your personal data in the context of our online meetings, in particular when the function for automatically creating meeting minutes is used.

Responsible body in terms of data protection

Isabellenhütte Heusler GmbH & Co. KG

Eibacher Weg 3-5

D-35683 Dillenburg

info@isabellenhuette.com

+49 (0)2771 / 934-0

<https://www.isabellenhuette.de>

Contact details of our data protection officer

LAN-Security Gesellschaft für Netzwerktechnik und -sicherheit mbH

Konnwiese 13

56477 Rennerod

E-mail dsb@lan-security.de

Collection and processing of your data

When the transcription function is activated in Microsoft Teams, your spoken contributions during the meeting are recorded and converted into text. At the beginning, all cameras and microphones are automatically muted and you are informed that the transcription is being activated. By turning on your microphone or camera, you actively consent to the transcription. Your contributions will not be recorded without your consent.

Purposes and legal bases of the processing

The data is processed for the following purposes:

- The transcription is used solely to create minutes of the meeting in order to document the content and results of the meeting for all participants.
- The aim is to increase efficiency and optimize processes by automating documentation and automating tasks.

The legal basis for the data processing is your consent before the start of the recording and transcription of the meeting. The consent is only valid for the respective meeting.

Processing procedure

After the meeting:

- The transcript is downloaded via Microsoft Power Automate and the Graph API
- Supplemented with meeting metadata (title, participants, time)
- Stored in a Microsoft Azure Datalake with strictly limited access rights
- Processed into a summary using a large language model (Mistral AI)
- Inserted into a Word template and saved as a PDF document

Categories of personal data

We process the following types of personal data:

- **User data:** name, email addresses and other contact details required for the use of Microsoft Teams.
- **Audio and, if applicable, video data** of your speech
- **Text transcriptions** of your speech
- **Usage data:** meeting metadata (title, participants, time)

Origin of the data

The personal data processed comes directly from you as a participant in the online meeting. It is collected during the meeting by the Microsoft Teams transcription function when you activate your microphone or camera.

Recipients of the data

- The meeting organizer receives:
 - A PDF document with the meeting minutes
 - An extended PDF with the meeting minutes and a full transcript
 - A Word file with the meeting minutes and transcript for possible editing
- All participants receive:
 - A PDF document containing only the meeting's metadata and the summary

Processor

Your personal data will be processed on our behalf on the basis of data processing agreements in accordance with Art. 28 GDPR. In these cases, we ensure that the processing of personal data is carried out in accordance with the provisions of the GDPR.

The categories of recipients in this case are the providers of

- Microsoft as the provider of the services used
 - Teams
 - Power Automate
 - Graph API
 - Azure Datalake
- Mistral AI LLM to generate the summary

Data will only be transferred to recipients outside the company if this is permitted or required by law, if the transfer is necessary to fulfill legal obligations or if we have your consent.

Transfer to a third country

A transfer to a third country is not intended.

If personal data is transferred to third countries, this is done only in compliance with the legal requirements, in particular the EU standard contract clauses.

Duration of data storage

We store personal data for error analysis for a maximum of 30 days. After that, the data is automatically deleted.

Your rights

Every data subject has

- the right of access under Article 15 of the GDPR,
- the right to rectification under Article 16 of the GDPR,
- the right to erasure under Article 17 of the GDPR,
- the right to restriction of processing under Article 18 of the GDPR,
- the right to notification under Article 19 of the GDPR and
- the right to data portability under Article 20 of the GDPR.

Right to lodge a complaint

In addition, you have the right to lodge a complaint with a data protection supervisory authority pursuant to Article 77 of the GDPR if you believe that your personal data is being processed unlawfully. The right to complain is without prejudice to any other administrative or judicial remedy. If data is processed on the basis of your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 GDPR. Please note that the revocation is only effective for the future. It does not affect processing that took place before the revocation. Please also note that we may have to store certain data for a certain period of time in order to comply with legal requirements (see section 8 of this data protection information).

Right to object

If your personal data is processed in order to protect legitimate interests in accordance with Article 6(1)(f) of the GDPR, you have the right to object to the processing of this data at any time for reasons arising from your particular situation, in accordance with Article 21 of the GDPR. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must override

your interests, rights and freedoms, or the processing must serve the establishment, exercise or defense of legal claims.

To protect your rights, you can contact us using the contact details provided in section 1.

Necessity of providing personal data

The provision of your personal data in the context of transcription is voluntary. However, we can only provide a transcription if you provide such personal data.

Automated decision-making

The decision is not based solely on automated processing. Thus, no automated decision is made in individual cases within the meaning of Art. 22 GDPR.

Security measures

We use technical and organizational measures to protect your data from unauthorized access, loss or damage. These include, among other things, access controls, encryption and regular security audits.

Amendments to this privacy policy

We reserve the right to change this data protection declaration at any time. The current version is available on our homepage.

This data protection declaration is intended to be transparent and comprehensible. Please do not hesitate to contact us with any questions or concerns.