

## Information Related to Participation in Webinars using GoToWebinar Software

Coperion offers customer webinars at no charge under the auspices of the Coperion Virtual Academy. These webinars are conducted using GoToWebinar software which is provided by LogMeIn.

### 1. Responsible Party

Responsible for the data processing per Art.4, Para. 7 of the GDPR:

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70469 Stuttgart  
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Email: [info@coperion.com](mailto:info@coperion.com)  
Phone: +49 / 711 / 897 0  
You can reach the responsible Data Protection Officer under: [dataprivacy@coperion.com](mailto:dataprivacy@coperion.com)

### 2. Scope of Data Processing

In this document, we will clarify the scope of data collection, storage, and use (in the following: "data processing" is used in accordance with Art. 4, Sect. 2 of the GDPR) within the framework of registration and presentation of webinars using GoToWebinar software from LogMeIn Inc., located in the USA. For this purpose, Coperion has signed a data processing agreement with LogMeIn which contains the standard contractual clauses of the EU and LogMeIn's technical and organizational data security measures.

We use GoToWebinar software in order to offer you webinars free of charge. Data processing takes place solely in order to present these webinars. In order to participate in the webinar, you can use either a desktop application, browser, or mobile app.

### 3. Purposes and Categories

Data processing takes place solely for the purpose of being able to offer webinars at no cost.

#### 3.1. Data Processing in the Course of Email Registration

You can register for the webinar by filling out and submitting the online registration form for the webinar in question. You will find these registration forms, among other places, in our calendar of events on our website.

#### 3.2. Data Processing Within the Framework of Conducting the Seminar

In the course of conducting the webinar, the following data categories are processed via the GoToWebinar software: User data included in registration: first name, last name, email address, city, postal code, country, organization.

You must register for the webinar using an online form. In the course of the webinar registration, you must enter a first name, last name, and email address in order to receive a link to the webinar. We require all the other mandatory fields named above for the manual release processing of your webinar registration, as well as for an internal organizational and regional assignment of participants so that we may be able to follow up subsequent to the webinar, i.e., to be able to individually answer

unresolved questions. We reserve the right to refuse to allow you to participate in a webinar if you are associated with a competing company or we cannot confirm your identity (for example, when using a personal email address).

Meeting metadata: Topic, description (optional), participants' IP addresses, device/hardware information, location, language settings, operating system  
It is necessary to process these data for technical reasons with regard to the webinar in question.

When dialing in by telephone: Indication of incoming and outgoing telephone number, country name, beginning and ending times. Additional connection data, such as an IP address when using Voice Over Internet Protocol (VOIP), can be stored as well if required. It is necessary to process these data for technical reasons with regard to the webinar in question.

Text data: Use of chat, question, or survey functions. This content data is processed for purposes of communication during and following the webinar. However, it is your choice to use these functions.

Audio and video data: As a rule, all participants in our webinars are muted and cannot use either the audio or video functions of GoToWebinar. Should you however participate in a rare case of an interactive webinar and contribute orally and/or, in the same manner, use the video function in order to enable a visual transmission of your image, then your personal content data will be processed for the purposes of communication within the webinar. It is your choice to use this function. Only if you activate the microphone or camera of your device yourself can the data processing described above take place.

Attentiveness Factor: During the webinar, the software registers whether the webinar window is open as the participant's primary window. This information is shared with the organizer during the webinar ("attentiveness factor 75%"). This serves the purpose of allowing the organizer or the speaker to recognize whether s/he is losing the group's attention. This function is analogous to the speaker's view of the audience area during analog seminars and it aids the speaker in leading the webinar. A personal evaluation of the attention factor is not performed.

Interest Rate: Following the webinar, GoToWebinar offers us the option to receive a so-called interest rate for each registered participant. This quotient is calculated based on seven factors, such as participation in mini-surveys, chat contributions and the "attentiveness factor" described above. This feature serves to document participation in a webinar, such as those used as mandatory continuing education sessions that count toward the later issuance of certificates.

Obviously, we do not use this function in our no-cost webinars, but it is unfortunately not possible to deactivate this function. For that reason, we must disclose the following to you: It is theoretically possible that, if you take no participatory action during the webinar and your engagement quotient is thus based solely upon your attentiveness factor, which is identifiable based upon the engagement quotient, it can be determined whether and for how long you used GoToWebinar as your primary and active window during the webinar.

**Recording of Webinars:** As a rule, our webinars are recorded for internal use only. Recording encompasses only the visual material shown in the presentation as well as the audio track of our presenter(s). Participants are not captured as part of the recording. If a recording of your video or audio track occurs in an interactive webinar, then we will notify you of this clearly in advance and obtain your permission. Along with this notification, you can determine at any time whether recording is taking place; this status is always displayed in the GoToWebinar software by a red Record button.

At this point another notice of the [data privacy information](#) from LogMeIn Inc. as the provider of GoToWebinar.

### **3.3. Data Processing Within the Framework of Replay Availability**

As a rule, replays of our webinars are for our internal use only. However, in individual cases we make links to the GoToWebinar Library available for online replay of webinars. In order to retrieve the video, it is necessary to register with your first and last name as well as your email address. These data are collected in order to be able to identify who has accessed our webinar replays.

### **4. Legal Bases of Data Processing**

Art. 6, Para. 1.b) of the GDPR is the legal basis for processing the data named above for conducting webinars, as the data processing is conducted within the framework of contractual relationships of no-cost webinar delivery. Moreover, we use these data on the basis of our legitimate interests in accordance with Art. 6, Para. 1.f) of the GDPR of the EU in order to contact you by email following the webinar to answer your questions or to clarify your needs.

### **5. Data Processing for Specific Purposes, Receivers of Data, Sharing of Data**

We respect the principle of data use for specific purposes. We process all data named above solely for the purposes already stated. The data receiver in the context described above is the software provider LogMeIn Inc. which provides GoToWebinar software. LogMeIn processes the data on our behalf. A data processing contract has been concluded accordingly with LogMeIn in accordance with Art. 28 of the GDPR. The provider is located in a so-called unsafe non-member country (USA). Consequently, LogMeIn was required to guarantee that an appropriate level of protection per Art. 44 ff. of the GDPR shall be maintained. This appropriate level of protection is guaranteed by the use of so-called EU standard contractual clauses within the framework of the data processing contract.

### **6. Duration of the Processing, Erasure of Data**

All data related to the webinar are erased 12 months after the latest after the webinar, unless there are legal obligations to store the data for longer periods. As our webinars are offered several times throughout the year, the 12-month retention of participant lists enables us to develop a better understanding and comparability of the target group we have reached.

### **7. Rights of Data Subjects (such as Right to Information, Right of Revocation, Right of Objection, and Right of Deletion)**

As a data subject, you have the following rights vis-a-vis the Responsible Party:

You have the right to demand information relating to the data from you processed by us. You can object to the processing of your data at any time, insofar as the conditions of Art. 21 of the GDPR are present, and revoke permission previously granted to process data at any time. If permissions to process or use data are revoked, such revocation does not alter the legality of the data processing up to the point of revocation or objection.

Further, you can have the data processed by us corrected, limited, or deleted at any time. We wish to make expressly clear that there may be legal obligations — such as storage requirements — to continue to store data. In such cases, the data may only be limited, meaning that the data are processed solely for the purpose of compliance with legal obligations and are otherwise not used.

Moreover, in addition to this provision, you also have to right to data portability in accordance with Art. 20 of the GDPR, as well as the right to file a complaint with an oversight authority per Art. 77 of the GDPR. The agency responsible for us is

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Contact us with questions at any time at [webinars@coperion.com](mailto:webinars@coperion.com).