

Privacy Notice Regarding AI-Powered Transcription of Online Meetings

Under Articles 13 and 14 of the EU General Data Protection Regulation (GDPR), there are obligations to provide information when collecting personal data. For this reason, we are providing you with the following information:

Responsible party

AMW GmbH, Birkerfeld 11, 83627 Warngau, Germany

Data protection officer

Stephan Krischke, datenschutz@amw-pharmaceuticals.com

Purpose of data processing

Microsoft Teams uses AI to transcribe the content of our internal online meetings. It generates summaries, key points, decisions, and tasks to support us, reduce the workload on meeting minutes takers, and make our collaboration more efficient.

Recipients of the collected contact information

All internal meeting participants have access to the meeting minutes, and external participants are sent a copy. Meeting data is shared exclusively with the software provider, Microsoft Ireland Operations Limited, South County Business Park, Leopardstown, Dublin, Ireland. The data is processed exclusively in data centers located within the European Economic Area (EEA).

Legal basis for data processing

The legal basis is your consent pursuant to Article 6(1)(a) of the GDPR in conjunction with the legitimate interest under Article 6(1)(f) of the GDPR. The legitimate interest lies in improving efficiency and ensuring the traceability of internal and external communications.

Objection to AI-based processing

You have the option to object to the use of AI technology for transcribing and analyzing meeting content. If you wish to do so, you can express your objection directly to the meeting moderator at the start of the online meeting. Upon receipt of your objection, AI support will be terminated immediately, and the meeting content will no longer be processed automatically.

Retention period

Logs are retained for 24 months. Exceptions apply if content and decisions are needed beyond this period.

Rights of data subjects

If your personal data is being processed, you have the right to obtain information about the data stored concerning you (Art. 15 GDPR). If incorrect personal data is being processed, you have the right to have it rectified (Art. 16 GDPR). If the legal requirements are met, you may request the erasure or restriction of processing, and you may object to the processing (Art. 17, 18, or 21 GDPR). If you have consented to the data processing, you may have a right to data portability (Art. 20 GDPR). You also have the right to lodge a complaint with the competent supervisory authority.

Withdrawal of consent

If you have consented to the processing of your data by providing a corresponding statement, you may withdraw your consent at any time with future effect. The lawfulness of the data processing carried out on the basis of your consent up until the time of withdrawal remains unaffected. The withdrawal may be made in any form and should, if possible, be addressed to the organizer of the online meeting. Otherwise, you may use the following address: info@amw-pharmaceuticals.com