Participant Information (Template)

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> Template for licensees: you can give this information to your meeting participants. Under “Controller”, enter the name, address and email of your company or association. Courtesy translation; in case of discrepancies, the German version prevails.

This information is addressed to persons who take part in a meeting that is recorded and minuted with the “Ratsch” software, and to recipients of minutes or a read link.

1. Controller

The controller for the processing of the meeting content is the respective licensee, who decides on the purposes and essential means of processing. This may be a company, an association, another organisation or institution, or a natural person using Ratsch for personal or family purposes.

Name/Company/Organisation: _____
Address: _____
Email: _____

In the case of exclusively personal or family use, the so-called household exemption may apply. In this case, a data processing agreement between the user and Datafuse is not automatically required. In the case of use by a company, an association, another organisation or institution, or for professional, commercial or similar purposes, the licensee is generally the controller; insofar as Datafuse processes meeting content on its behalf, a data processing agreement must be concluded.

2. Purposes of processing

Depending on the specific context of the meeting and the legal basis chosen, the controller processes personal data in particular for the following purposes:

1. conducting and documenting the meeting;
2. creating a transcript and/or minutes, including summary, tasks and decisions;
3. sending the minutes to participants and providing a read link, if used;
4. traceability of the meeting and internal filing.

3. Legal basis

The legal basis depends on the specific context of the meeting, the persons involved, the purpose and the applicable statutory provisions. It may, for example, be the performance of a contract, a legitimate interest or consent. Consent is not required in every case. However, it must be obtained and documented in a verifiable manner if it is the legal basis chosen for the specific processing or if the law requires it.

Where the meeting is based on consent, the controller must obtain it and be able to prove it before recording, uploading, transcription or minuting begins. In the case of minors, the statutory requirements, in particular on involving parents or guardians, must be observed. When the software is used, technical records may be logged for this purpose, for example the type of recording or upload, the text version and the time of confirmation.

4. Categories of data processed

Depending on the meeting, the following may be processed:

- name and email address, in particular from a meeting invitation;
- audio recordings;
- transcripts and minutes content, including summaries;
- tasks, decisions and, where applicable, translations;
- where applicable, attachments and data on sharing, sending and read links.

5. Recipients

Depending on the function selected and the controller's instructions, recipients of the data may be:

- other participants in the meeting, if the minutes are shared;
- internal departments and authorised users of the controller;
- Datafuse as processor for the technical provision of Ratsch and the sub-processors used by Datafuse, in particular Hetzner Online GmbH (Germany) for hosting, storage and backup, Microsoft Azure AI Foundry in the EU for transcription and speech processing, and Hostinger for email and mailing services. Further service providers required for the respective function may be used in accordance with the data processing agreement. When the integration is activated, Microsoft 365 or Microsoft Graph is generally a service provider in the relationship between the user or the organisation and Microsoft and not a sub-processor of Datafuse for this integration.

When minutes are sent: if the controller uses a Microsoft account, the email is sent from their mailbox; otherwise it may be sent via a sender address of a mailing service used by Datafuse, with the controller's name. Replies go to the controller. Before sending, the controller checks to which persons the minutes may be sent.

6. Optional independent processing to improve the general recognition of the South Tyrolean dialect

According to the function model currently described, this optional function serves to improve the general recognition of the South Tyrolean dialect in Ratsch and not merely an individual adaptation for a single licensee. For this purpose of its own, separate from minuting the meeting, Datafuse is an independent controller. Datafuse may only process meeting content for this function if the function has been expressly activated and the necessary legal basis of its own, in particular a separate opt-in by the data subjects, exists. The controller may not present dialect training as ordinary processing of meeting content on its behalf.

Before using this function, the licensee clearly informs the participants about the additional, independent processing and – where necessary – obtains their consent or other legally required approval or authorisation. Activation by the licensee does not replace a separate opt-in by the data subjects, where one is required.

A separate copy of the recording is made for dialect training. This copy is stored exclusively within the European Union and retained for a maximum of 24 months. Consent may be withdrawn at any time with effect for the future; the separate training copy is then deleted unless mandatory statutory reasons prevent this. Information that has already been incorporated into a model may not be technically removable from the model. If in fact only an individual function limited to a single licensee is improved, the allocation of roles must be examined separately before use; in that case, the licensee generally remains the controller for this processing and Datafuse does not act as an independent controller.

7. Transfers to third countries

Meeting content is generally processed within the European Union or the European Economic Area. As a rule, no transfers of meeting content to third countries are planned. Any transfers in connection with account data, payments or other external services are described separately in the applicable privacy notices of the respective controller.

8. Retention period

The retention period depends on the purpose of processing, the statutory requirements and the controller's instructions. The software's standard periods are:

- audio recordings: automatic deletion 30 days after recording, or earlier if the controller or the authorised user deletes them; recordings not yet transcribed remain in a recycle bin for 7 days after deletion;
- transcripts and minutes: until deleted by the controller or until account deletion plus 30 days; deleted transcripts and minutes remain in the archive for 30 days and are then permanently deleted. The controller can export the content; after export, it is responsible for further storage and processing outside Ratsch;
- sending logs showing when and to which addresses minutes were sent: until account deletion plus 30 days;
- read links: generally valid for 90 days, extendable by sharing again and ended earlier if the controller switches off sharing or deletes or archives the minutes;
- backups: rolling 7 days; the oldest backup is overwritten automatically.

9. Rights of data subjects

Vis-à-vis the controller, you have in particular the right of access, rectification, erasure, restriction of processing, data portability and objection to processing based on legitimate interests, where the statutory requirements are met.

To exercise your rights, please contact the controller using the contact details above. If your request concerns the optional independent processing for general dialect training, it may also be addressed to Datafuse as the independent controller for this processing; the contact details are given in the separate information on dialect training.

10. Complaints

You have the right to lodge a complaint with a data protection supervisory authority, in particular the authority responsible for the controller.

11. Note on receiving minutes or a read link

If you receive minutes or a read link, your contact details usually come from the meeting invitation or were provided by the person who invited you. The minutes serve to document the meeting. The controller for the meeting content generally remains the licensee named above.

If minutes are shared via a read link, the controller decides who receives the link. The controller can deactivate the link at any time; when the minutes are deleted or archived, the link becomes invalid. The link must not be passed on without authorisation.