

## Information about data protection when using “unibas.zoom.us”

9 March 2021, document version 1

The university is licensed to use the service unibas.zoom.us for teaching, research and administrative activities. Below, we explain how personal data is processed in connection with the provision and use of unibas.zoom.us.

### 1. Contact information of the responsible party

The responsible party as set out in the Canton of Basel-Stadt’s Information and Data Protection Act (IDG) §6 is the University of Basel:

University of Basel  
Petersplatz 1, Postfach  
4001 Basel  
Switzerland

### 2. Name and address of the data protection officer

The University of Basel’s data protection officer is:

lic. iur. Danielle Kaufmann  
Petersgraben 35, Postfach  
4051 Basel  
Switzerland  
[datenschutz@unibas.ch](mailto:datenschutz@unibas.ch)

### 3. Data processing in connection with the provision and use of unibas.zoom.us

The University of Basel processes the following data in connection with the provision of the unibas.zoom.us service:

- a) *Access data*: first name, last name, email address, Zoom license type
- b) When you use unibas.zoom.us to hold video conferences, online events and online meetings, we process the following data from you:
  - *Meeting metadata*: host, meeting number, meeting topic, hashcode of meeting password, meeting agenda, meeting options, start time, end time, schedule time, duration, repeat type and end time, meeting host’s time zone, real meeting duration, number of attendees, real meeting minutes, attendee list, call-in
  - *Meeting content*: audio, video and any text data generated during a meeting or files you have uploaded with the chat feature during a meeting
  - *Meeting recordings (optional)*: MP4 file of all video and audio recordings and presentations, M4A file of all audio recordings, text file of the chat history, audio log file

For more details, refer to the [Zoom Privacy Statement](#).

#### 4. Purpose of data processing

Your personal data is processed for the purposes of providing **unibas.zoom.us** as a service to conduct video conferences, online events and online meetings for teaching, research and administration, and to handle the above-mentioned formats via **unibas.zoom.us**.

#### 5. Legal basis for processing personal data

The University of Basel processes your personal data of its legal mandate as an academic teaching, research and service institution. The applicable legal basis is §9 IDG in conjunction with the agreement between the cantons of Basel-Landschaft and Basel-Stadt concerning the joint sponsorship of the university §2 and the statutes of the University of Basel §1 para. 1.

#### 6. Third-party data processing

As stipulated in §7 IDG, the University of Basel authorizes Zoom Video Communications, Inc. (Zoom) to process its personal data and has entered a corresponding agreement with Zoom on how it processes this data (§7 para. 1b IDG). The University of Basel remains responsible for the data processing. Zoom works with various subprocessors to provide its service. When using these subprocessors, the same level of data protection applies as has been contractually agreed with Zoom. The current list of subprocessors can be found here: <https://zoom.us/en/subprocessors.html>

#### 7. Cross-border disclosure of personal data

Zoom is based in the US. Personal data collected for the purposes of providing and using **unibas.zoom.us** is therefore processed to some extent in the US, or Zoom may contract subprocessors located in other countries where an adequate level of data protection is not guaranteed.

To ensure the rights of the relevant parties are protected despite the discontinuation of the US Privacy Shield, the University of Basel will review the standard EU contractual clauses already agreed with Zoom and renegotiate any amendments. In addition, the University of Basel requires that its members do not disclose any particularly sensitive data (e.g. medical information that can be directly or indirectly used to identify the physical or mental health of a specific individual; genetic data such as information about hereditary diseases of a specific or identifiable person; information about political, religious, ideological, trade union-related opinions or activities of a specific individual, photos of persons) or handle any confidential or secret data in Zoom.

#### 8. Security

Zoom is committed to providing the best possible security as stipulated in the Global Data Processing Addendum signed by the University of Basel.

Zoom began offering end-to-end encryption in a preview phase in October 2020. The University of Basel enabled this feature in November 2020. It should be noted that various (technical) limitations are

associated with encryption. It should also be noted that only the content of the meeting is encrypted and not, for example, the title of the meeting or list of meeting participants.

Further information on end-to-end encryption can be found here: <https://support.zoom.us/hc/en-us/articles/360048660871-End-to-end-E2E-encryption-for-meetings>.

## 9. Retention and storage of personal data

For the purposes of data protection, recordings of video conferences, online events and online meetings must not be saved in the Zoom cloud, but on the video platform "Panopto" provided by the University of Basel or on the local computer. Further information on Panopto can be found here:

<https://tales.nmc.unibas.ch/r/panopto/>.

Recordings saved within the university's infrastructure must be handled in compliance with the "Regulations for audio and visual recordings of teaching sessions at the University of Basel" (see link below).

User details (**access data**) will be deleted no more than six months after the user is no longer affiliated with the University of Basel. All meeting recordings associated with the account will be deleted as well.

Meeting content data is not saved for any purpose other than the communication. Meeting metadata is not deleted from the Zoom cloud.

## 10. Your rights as a user

You are always entitled to receive information about your personal data processed by the University of Basel (§26 IDG). In accordance with §27 IDG, you are also entitled to the correction of this data or its deletion if such correction is impossible, the ceasing of unlawful processing of personal data, the rectification of any consequences of unlawful processing and the ascertainment of any unlawful processing.

If you have further questions on this topic, please email [datenschutz@unibas.ch](mailto:datenschutz@unibas.ch).

## 11. Additional information

<https://www.unibas.ch/en/News-Events/Coronavirus.html>

[https://www.unibas.ch/dam/jcr:9e482656-e333-42ec-bbd3-4639dedd3dc7/R\\_Ton-Bildaufnahmen\\_00.pdf](https://www.unibas.ch/dam/jcr:9e482656-e333-42ec-bbd3-4639dedd3dc7/R_Ton-Bildaufnahmen_00.pdf)

[https://www.unibas.ch/dam/jcr:fa36afb4-a75f-48f7-9163-42eadc6de2b0/Merkblatt\\_Datenschutz\\_Urheberrecht\\_20200313.pdf](https://www.unibas.ch/dam/jcr:fa36afb4-a75f-48f7-9163-42eadc6de2b0/Merkblatt_Datenschutz_Urheberrecht_20200313.pdf)

The information provided here may change at any time.