

## DGNB Privacy Policy

### § 9 Use of the online appointment booking system – Microsoft Bookings

- (1) We collect and process personal data for the online scheduling of meetings. The online scheduling of meetings is carried out using Microsoft Bookings, a service provided by Microsoft Ireland Ltd, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland. Connections to this service are only established when you access the online booking function by clicking on the button on our website. Further information on the processing of user data can be found at: <https://www.microsoft.com/de-de/privacy/privacystatement>

- (2) To schedule an appointment in Microsoft Bookings, enter the requested data and the preferred date and time in the form provided for this purpose. Submitted data will be used to plan, conduct and, if necessary, follow-up on appointments. Microsoft Bookings is integrated into Outlook and is also available as an app. Every time an appointment is scheduled online, a meeting link is generated and sent to participants to allow them to join the meeting via web browser, by dialling in on a telephone or by using the Teams app.

We would like to point out that you are not required to use Microsoft Bookings to schedule an appointment. If you prefer not to use this service, please feel free to use one of the other contact options available for scheduling appointments.

- (3) Your consent serves as the legal basis for processing your personal data according to Article 6(1)(a) of the General Data Protection Regulation (GDPR). We retain your data only for as long as necessary to fulfil the purposes for which it was collected. Once it is no longer required, we delete it unless we are legally obliged to retain it for a longer period

You can withdraw your consent to the processing of your personal data at any time. You also have the right to object to the use of your data. If you withdraw your consent or object to the processing of your data, we will no longer be able to contact you or continue any ongoing communication.