

## Privacy Policy for Microsoft365 Cloud Services

This Privacy Policy informs you about our treatment of personal data when using Microsoft365 cloud services provided by Roland Berger. This comprises – among others – Microsoft Teams, Microsoft Planner, Microsoft OneDrive for Business, Microsoft PowerBI, Microsoft SharePoint Online, Microsoft Lists, Microsoft Stream, Microsoft ToDo, Microsoft Forms, Microsoft Whiteboard, Microsoft PowerApps, Microsoft Office Online Apps (hereinafter "Microsoft365 Cloud Services").

Please also make sure you have read our [Terms of Use](#) for the Microsoft365 Cloud Services.

You can download this Privacy Policy via this [link](#).

### 1. Name and contact details of the controller and the data protection officer

The controller for processing the personal data in the workspace is:

Roland Berger Holding GmbH (hereinafter "Roland Berger"), Sederanger 1, 80538 München, Germany, Tel. +49 89 9230-0.

You can contact our Data Protection Officer at the aforementioned address or at this email address: [dataprotection@rolandberger.com](mailto:dataprotection@rolandberger.com)

Microsoft is the controller for processing personal data in the context of the technical offer of Microsoft365 Cloud Services. Please read Microsoft's privacy policy at <https://privacy.microsoft.com/en-us/privacystatement> for more information.

### 2. Processing of personal data

#### 2.1 Usage data

We may process usage data recorded by Microsoft (e.g. the IP address, date and time of the visit, the transferred data volume and the browser type used or the operating system of your device, the Unique Device Identifier and device settings such as screen resolution). The processing is in our legitimate interest (Art. 6 para. 1 sentence 1 lit. f GDPR) in analyzing the use of Microsoft365 Cloud Services and ensuring the best possible presentation of those Services for our users.

#### 2.2 Other data processing

In the scope of offering our services related to Microsoft365 Cloud Services, we process the personal data made available there, for example contained in your communications, lists, tasks and files/documents. The data are processed for the performance of a contract (Art. 6 para. 1 sentence 1 lit. b

GDPR) because it is necessary for the provision of our services and for the offer of Microsoft365 Cloud Services.

### **3. Transfer of personal data**

#### **3.1 Transfer of personal data to service providers**

If we involve service providers who support us in processing personal data or otherwise (for example web designers, hosting providers or other IT service providers) and who may have access to your personal data, this is only done after the conclusion of a so-called data processing agreement that requires our service providers to only process personal data in accordance with our instructions and to keep such data confidential. Processors will only receive access to such personal data that are necessary for the performance of their services for us.

#### **3.2 Transfer of data to third parties**

In other cases, we will only transfer your personal data if this is permitted by relevant legal provisions, if we are obliged to do so, for example by law or by an official or court order (Art. 6 para. 1 sentence 1 lit. c GDPR) or if you have consented to the transfer (Art. 6 para. 1 sentence 1 lit. a GDPR).

#### **3.3 Data transfer to countries outside the EEA**

If we transfer personal data to a country outside the European Economic Area (EEA), we do so only after ensuring the existence of appropriate safeguards, for example in the form of standard data protection clauses. A copy of these safeguards is available upon request.

### **4. Duration of data storage**

When your data is no longer necessary for the purpose for which it was originally collected and there are no statutory retention periods or other statutory grounds for further retention, your data will be routinely erased. Other reasons for further retention may be, for example, reasons of public interest or the assertion, exercise or defense of legal claims.

### **5. Your rights**

You have the right:

- > to obtain information regarding the personal data that we store about you at all times.

- > to demand rectification of inaccurate data or supplementation of incomplete data.
- > to demand erasure or restriction of personal data relating to you.
- > to have the data you provided, which we process on the basis of your consent or in the performance of a contract, handed to you or a third party in a commonly used, machine-readable format. If you demand the direct transfer of the data to another controller, it will be done to the extent technically feasible.
- > to lodge a complaint with a supervisory authority.
- > if your personal data is processed on the basis of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f GDPR, to object to the processing of your personal data pursuant to Article 21 GDPR on grounds relating to your particular situation.

## 6. Updates to this Privacy Policy

This Privacy Policy is regularly reviewed and updated. You can check this page for the latest changes at any time.

### Version history

Version	Date	Changes
V1.0 - 1	June 2021	Adding additional Microsoft365 cloud services
V1.0	June 2019	Initial version