

## **Data Privacy Notice:**

### **Allianz Global Investors' Group online meetings, telephone conferences, video conferences and webinars via "Microsoft Teams"**

We would like to inform you below about the processing of your Personal Data (i.e., data which can be linked/attributed to you as an individual person) in connection with the use of "**Microsoft Teams**" for **online meetings, telephone conferences, video conferences and webinars**.

#### **Purpose of processing**

We use the Microsoft Teams tool to conduct online meetings, telephone conferences, video conferences and/or webinars (hereinafter: "Online Meetings/Online Meeting"). Microsoft Teams is a service provided by Microsoft Corporation.

#### **Data Controller**

Allianz Global Investors GmbH ("AllianzGI", "we", "us" or "our") is the Data Controller responsible for data processing that is directly related to the implementation of our Online Meetings. This means it is the entity deciding why and how to collect and process your Personal Data.

In addition, other companies of AllianzGI Group may become responsible for the processing of your Personal Data (for example in cases where the Online Meeting is set up by an AllianzGI entity that is not Allianz Global Investors GmbH). A list of all AllianzGI entities with respective contact details is available under <https://www.allianzgi.com/en/our-firm/our-offices>.

To the extent two or more AllianzGI Group entities process your Personal Data in a joint manner, we kindly ask you to address any queries you may have to the Data Protection Officer whose details are set out at the end of this Data Privacy Notice. The Data Protection Officer will then forward your query to the AllianzGI entity who is primarily responsible, if necessary. Typically, this will be the AllianzGI entity that has set up the Online Meeting.

**Note:** If you visit the "Microsoft Teams" website, the "Microsoft Teams" provider is responsible for data processing. However, to use "Microsoft Teams" it is only necessary to visit the website to download the software for using "Microsoft Teams".

If you cannot or do not want to use the Microsoft Teams app, you can also use Microsoft Teams via your browser. The service will then also be provided via the Microsoft Teams website. The Microsoft privacy statement can be found here: <https://privacy.microsoft.com/en-us/privacystatement>.

### Data subjects and data categories

Various types of data are processed when using Microsoft Teams. The scope of the data also depends on what information you as a participant (data subject) provide about data before or during an Online Meeting.

The following Personal Data is subject to processing:

- **User information:** e.g., first name, surname, display name, e-mail address if applicable, profile picture (optional), preferred language, company/business department.
- **Meeting metadata:** e.g., date, time, meeting ID, telephone numbers, location, IP addresses, type of device/hardware information (Windows/ Mac/Linux/Web/iOS/Android Phone/Windows Phone), participant information (join/leave time).
- **If you dial in using the telephone:** Information on the incoming and outgoing call number, country name, start and end time. If necessary, further connection data such as the IP address of the device can be stored.
- **Text, audio, and video data:** You may have the option of using the chat function in an "Online Meeting". If this is the case, any text entries made by you will be processed to display them in the "Online Meeting". To enable the display of video and the playback of audio, the corresponding data from your end device's microphone and video camera will be processed accordingly during the meeting. You can turn off or mute the camera or microphone yourself at any time via the "Microsoft Teams" application controls. To protect your private sphere when the camera is activated, you may use artificial background pictures.
- **For content recording (optional):** Subject to the according configuration for recordings by your Online Meeting host, MP4 files of video, audio, whiteboard, and presentations and M4A files of audio may be processed for recording.
- **For chat text file recording (optional):** Subject to the according configuration for recording by your Allianz Global Investors' Online Meeting host text files of Online Meeting chats may be processed for recording.

### Scope of processing

We use Microsoft Teams to conduct Online Meetings. If we want to record an Online Meeting, we will inform you of this transparently in advance and, where necessary, ask for your consent.

If required for the purposes of recording the outcome of an Online Meeting, we will log the contents of the chat. However, this will not normally be the case.

Automated decision-making within the meaning of Article 22 of the EU General Data Protection Regulation (GDPR) is not used.

### **Legal bases for data processing**

For our employees we rely on the respective employment contract and that the data processing is needed to perform this contract, Art 6. Para. 1 lit. b) GDPR. If in the connection with the use of Microsoft Teams data is not necessary for the performance of the employment contract as such but is nevertheless an elementary component when using Microsoft Teams, Art. 6 Para. 1 lit. f) GDPR forms the legal basis for data processing. In these cases, we are interested in the effective implementation of Online Meetings.

For other participants (including external speakers) in our Online Meetings – insofar as the meetings are carried out within the framework of contractual relationships - Art. 6 Para. 1 lit. b) GDPR forms the legal basis for data processing. If there is no contractual relationship with the participants/external speakers, the legal basis is Art. 6 Para. 1 lit. f) GDPR.

Also, in this case we are interested in the effective implementation of Online Meetings.

We are also interested to avoid misuse of our Online Meetings.

There could also be cases where we process personal data in connection with an Online Meeting to comply with a legal obligation to which we are subject (e.g., if we must retain certain personal data).

### **Recipients / transfer of data**

Personal Data that is processed in connection with participation in Online Meetings is generally not passed on to third parties, unless it is specifically intended to be passed on. Please note that content from Online Meetings as well as in face-to-face meetings are often used to communicate information to customers, prospective customers and third parties, and are therefore specifically intended to be passed on.

Personal Data can also be shared with entities within the AllianzGI Group or Allianz where this is reasonably necessary or desirable (e.g., for internal administrative purposes, including joint customer and supplier support).

Other recipients: The provider of Microsoft Teams must be aware of the aforementioned data insofar as this is provided for in our order processing agreement with Microsoft Teams.

Please also note that might other service providers that AllianzGI has retained to support in the setup or the follow up on the Online Meeting on its behalf are recipients of your Personal Data. These service providers are not permitted to use the Personal Data for their own purposes but are required to solely process the data upon instructions received from AllianzGI.

We will also share Personal Data with law enforcement or other government authorities, if required by law or where reasonably necessary to protect the rights, property, and safety of others or ourselves.

Please check the Client Representative Privacy Notice on the Internet (<https://regulatory.allianzgi.com/GDPR>) or the Employee Privacy Notice in the Intranet.

### **Data processing outside the European Union**

Please note that we have limited our data storage location in the context of conducting Online Meetings via Microsoft Teams to data centers in the European Union. But a transfer to third countries, both within the Allianz Global Investors Group and by commissioning contract processors and third parties, cannot be ruled out completely when using Microsoft Teams. Your Personal Data may be transferred to recipients in countries outside the European Union or the European Economic Area, which may have a lower level of data protection.

When transferring Personal Data internationally we make sure that we comply with applicable data protection laws and regulations, for example, by entering into agreements which will ensure that the recipients of your Personal Data maintain an adequate level of data protection (for example by implementing so-called EU Standard Contractual Clauses approved by the EU Commission).

Therefore, we have also entered into the EU Standard Contractual Clauses with Microsoft Corporation complemented by the “Additional Safeguards Addendum to Standard Contractual Clauses” in the case of Microsoft in order to grant an adequate level of protection of personal data when Personal Data is transferred from member states of the European Union, the European Economic Area (Iceland, Liechtenstein, Norway), Switzerland or the United Kingdom to any countries where the European Commission has not decided that this third country or more specified sectors within that third country in question ensure(s) an adequate level of protection.

Whenever we transfer your Personal Data within the AllianzGI/Allianz Group to an OE outside of the EU / EEA, we will do so based on Allianz’ approved binding corporate rules known as the Allianz Privacy Standard (“Allianz’ BCR”) which establish adequate protection for Personal Data and are legally binding on all Allianz Group companies. Allianz’ BCR and the list of Allianz Group companies that comply with them can be accessed here: <https://www.allianz.com/en/info/privacy-statement/>.

Please also check the Client Representative Privacy Notice on the Internet (<https://regulatory.allianzgi.com/GDPR>) or the Employee Privacy Notice in the Intranet for further information.

### **Security of data processing**

We use appropriate technical and organizational measures to secure the personal data processed in the course of Online Meetings.

### **Data Protection Officer**

We have appointed a Data Protection Officer (DPO). You can reach out to our DPO as follows:

**Allianz Global Investors GmbH**

**Data Protection Officer**

**Bockenheimer Landstrasse 42-44**

**60323 Frankfurt**

**Germany**

**Email: [dataprivacy@allianzgi.com](mailto:dataprivacy@allianzgi.com)**

### **Your rights as a data subject**

Where permitted by law, you have the right to:

- Request information about your personal data, including information such as the source and categories of data, reasons for processing, recipients (or categories of recipients) and the retention period;
- Update or correct your personal data so that it is always correct;
- Have your personal data supplied in an electronic format, to you or to a third party specified by you;
- Request that your personal data be deleted from our systems, once it is no longer required for the above-mentioned purposes;
- Restrict the processing of your personal data under certain circumstances, e.g. if you dispute the accuracy of your personal data, until we have verified its accuracy;
- Object to the processing of your personal data for specific reasons relating to your particular situation which take priority over our legitimate reasons for processing the data; and
- Withdraw your consent (if we asked you for consent) at any time, if your personal data is being processed with your consent, without this affecting the lawfulness of the processing that took place before your consent was withdrawn;
- File a complaint with us or the relevant data protection authority.

You may object to the use of your personal data for the purposes of marketing and market research or opinion polling.

### **Deletion of data**

As a general rule, we delete personal data if there is no need for further storage. A requirement may exist to retain data, in particular, if the data is still required in order to fulfil contractual services, to be

able to check and grant or defend warranty claims and, if applicable, guarantee claims. In the case of statutory retention obligations, deletion is only possible after expiry of the respective retention obligation.

**Note:** Communication data of an Online Meeting (including user details, online metadata, and phone dial-in data) are stored by Microsoft Corporation beyond the end of the Online Meeting in accordance with the applicable legal rules. Further information on how the service providers deal with such data can be found for Microsoft Teams at <https://privacy.microsoft.com/en-us/privacystatement>.

**Updates to this Data Privacy Notice:**

We may update this Data Privacy Notice from time to time. We will notify you of any significant changes to this Data Privacy Notice on the relevant websites or through other appropriate communication channels. All changes shall be effective from the date indicated on the updated Data Privacy Notice, unless otherwise provided in the notification.

Status: February 2022