

# Privacy Policy

Status: 13.11.2024

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## 1. Responsible Entity

Crewting GmbH, located at Proviantbachstraße 11/5, 86153 Augsburg, provides the "Coffee-Break" app for Microsoft Teams for registered users.

### **Who collects the data?**

CREWTING collects data provided by registered users (organizations) during the use of the app and its functions.

### **How are the data processed?**

Data is processed by CREWTING to provide the services and functions of the app that can be used by users. This includes processing personal data.

### **What exactly is done with the data?**

The data are used to offer the functions of the app, including providing:

- Crewting Coffee-Break Meet
- Bringing users together

### **How long data are stored/When data are deleted?**

Data at Crewting are stored as long as the user actively uses the platform. Users can decide which data are collected and have control over their account and content. When a user deletes their account, their data are deleted or anonymized in accordance with the privacy policy. This ensures compliance with privacy policies and protects the privacy of users. Cookies and analysis information are stored in accordance with privacy policies and user settings. Our privacy practices are aimed at ensuring the security and privacy of users and organizations.

### **Who gets access to data and to what extent?**

At Crewting, every user has full control over their own data. Administrators cannot access the personal data of users. Crewting's privacy policies ensure that personal data are protected and used only in accordance with the privacy provisions.

## 2. Necessity of Data Processing

Data processing at Crewting is necessary to connect hybrid teams. This serves the purpose of the product and improves the working environment. Data processing is carried out in accordance with GDPR and supports communication and interaction among employees. It is essential for creating a communal onboarding process and a strong sense of community within the company. Data processing at Crewting is necessary to make the organization more efficient and motivated.

## 3. Data Processed with the Product

-During the installation of the Crewting app for Microsoft Teams, the following data are collected:

- Name of the organization

-For user registration, the following information is requested:

- First name
- Last name
- Profile picture
- Localization (Timezone, Language)

-For the operation of the platform, the following information is processed:

- IP address
- User-Agent
- Organizational affiliation
- History of interactions

## 4. Purpose-specific Use

Data processing at Crewting is carried out exclusively for the following clearly defined purposes:

- Connecting hybrid teams to improve collaboration.
- Supporting a communal onboarding process for new employees.
- Enhancing employee engagement and creating a more productive work environment.
- Promoting cultural life in hybrid work environments.
- Increasing the sense of belonging within the company.
- Efficient interaction of employees through various platform functions to minimize isolation in home offices.
- Improving communication and information exchange between different departments and teams.

These purposes are precisely defined to ensure that data processing complies with legal requirements and meets the needs of users and the organization.

## 5. Product Features

Coffee-Breaks: An algorithmic calculation connects users based either on their interests stated during profile creation or on a random basis and autonomously invites them to video meetings.

How does Crewting process the results of the evaluation by the algorithm?

- Purpose limitation: The results of the algorithm are collected exclusively for the intended purpose of the meeting within the Coffee-Break.
- Data storage: The results of the algorithm are stored for up to four weeks. Afterwards, they are automatically and irretrievably deleted.
- No profiling: We do not create permanent profiles based on the results of the algorithm. The results are only used for the temporary purpose of being able to hold a Coffee-Break.
- Deletion period: To ensure an optimal matching experience for our users and to ensure that no repetitions occur in the results within a period of four weeks, we store the relevant results for this period. After the four weeks, these data are automatically and finally deleted. This practice is in line with our privacy policies and our commitment to handling your data securely and responsibly.

## 6. Settings within Product Administration

Crewting stands out for its high degree of customizability, allowing it to be perfectly tailored to the specific needs and desires of a company. Our platform offers extensive configuration options, enabling adjustments to usage according to company policies and goals. For instance, features like the automatic matching for Coffee-Breaks can be deactivated or not configured at all if undesired.

Privacy and anonymity are of utmost importance to us, and we take all necessary steps to ensure that our users' data are protected and anonymized accordingly.

To facilitate these adjustments effectively and ensure that Crewting is perfectly aligned with company requirements, we recommend onboarding support through our Crewting support team. Our experts are available to guide companies through the configuration process, provide recommendations, and ensure that the platform can be fully utilized to achieve desired outcomes.

Close collaboration with our support team enables companies to turn Crewting into a powerful resource for connecting employees, exchanging information, and enhancing the workplace atmosphere, all while meeting data protection requirements.

## 7. Data Transfer to Third Parties

The list of sub-processors listed under the following link applies:

<https://crewting.notion.site/Unterauftragsverarbeiter-2e77b9ef44b64232b7fb9fa47e4da612>

## 8. Google and Microsoft Calendar Integration

Our application provides an optional integration with Google Calendar and Microsoft Calendar to enhance functionality. This integration allows users to receive scheduling recommendations for Coffee-Break timeslots based on their availability. Users must actively choose to connect their calendar service with our application. By enabling the Google or Microsoft Calendar integration, users consent to the collection and use of calendar data as described below.

### 8.1. Data Collection

- **Scope of Data Collected:** When users enable the calendar integration, our application only accesses the following data from Google Calendar and Microsoft Calendar:
  - Free/busy availability states from the user's calendar
- **Purpose of Collection:** We collect this data solely to recommend Coffee-Break timeslots that align with participants' availability, ensuring that suggested times do not conflict with users' existing calendar commitments.
- **Limited Access:** We only access the minimum data necessary—specifically, the free/busy states—without collecting additional details such as event names, descriptions, or attendees.
- **User Information:** Users are clearly informed of all requested data permissions during the Google and Microsoft Calendar OAuth consent flow.

### 8.2. Data Processing and Storage

- **Data Processing:** The collected free/busy states are processed exclusively to identify optimal scheduling times and are not used for any purposes beyond providing this scheduling functionality.
- **Data Storage:** Calendar availability data is stored temporarily for the purpose of generating timeslot recommendations and is promptly deleted after the scheduling suggestions are made. No long-term storage of availability data occurs.

### 8.3. Data Security and Protection

- **Data Security:** We apply industry-standard encryption and security measures to safeguard the user's free/busy data during both transmission and storage.

- **Access Control:** No personnel within our organization have access to individual free/busy data from user calendars. This data is accessed solely by the application's automated processes for scheduling purposes and is not viewable or accessible by any individual. We have implemented strict technical controls to ensure that this data cannot be accessed by any team member or third party.

## 8.4. User Rights

- **Right to Access:** Users may request access to the free/busy data we temporarily process.
- **Right to Erasure:** Users can disconnect the calendar integration at any time, after which all associated availability data will be deleted from our systems.
- **Right to Data Portability:** Users can request a copy of their availability data in a structured, machine-readable format if needed.
- **Right to Restriction of Processing:** Users may request that we restrict the processing of their free/busy data in specific circumstances.

## 8.5. Optional Nature of the Calendar Integration

- This calendar integration is completely optional. Users must actively choose to connect their Google or Microsoft Calendar with our application. At any time, users may disconnect their calendar, upon which all free/busy data will be deleted.