



PUNQTUM
▶ BY RIEDEL

Data privacy template for punQtum systems

Q-Series Network Based Intercom System

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1 Important notice

This document provides a data privacy template that you could use as a starting point if you are running a punQtum Q-Series Network Based Intercom System.

RIEDEL Communications International GmbH is not responsible for the data processing of our customers using a punQtum Q-Series network-based intercom system. Accordingly, our customers - and not we - are responsible for compliance with the applicable data protection regulations. We have no influence on our customers' compliance with data protection regulations, nor on the type and purpose of the respective data processing. Therefore, the respective privacy statements according to Art 13 GDPR of our customers are to be consulted.

2 About punQtum Q-Series Digital Partyline Intercom System

punQtum Q-Series digital partyline intercom system is a digital, easy to use, full-duplex communications solution for theater and broadcast applications as well as for all kinds of cultural events like concerts, etc.

It is an all-new, network-based partyline intercom system which combines all standard partyline system features including wireless access and more with the advantages of modern IP networks. punQtum Q-Series works on standard network infrastructure and is easy to install and set up. The system works “out of the box” with a factory default configuration but can be quickly configured by user-friendly software to meet individual needs.

The system is completely decentralized. There is no master station or any other central point of intelligence in the whole system. All processing is handled locally in each device with the exception of the punQtum wireless Apps which require a punQtum Q210 PW Speaker Station to serve as a bridge to the Q-Series digital partyline intercom system. The capacity of one partyline intercom system is set to a maximum of 32 channels, 4 program inputs, up to 4 public announce outputs and 32 control outputs. Each punQtum Q210 PW Speaker Station serves up to 4 punQtum Wireless App connections.

punQtum Q-Series digital partyline systems are based on Roles and I/O settings to ease the use and administration of partyline intercom systems.

A Role is a template for the channel configuration of a device. This allows channel settings and alternate functions to be predefined for different Roles needed to run a live show. As an example, think of the stage manager, sound, light, wardrobe and security personnel having different communication channels available to deliver a perfect job.

An I/O setting is a template for the settings of the equipment connected to a device. This, for example, allows I/O settings to be available for different Headsets being used at a venue to cover for different environmental situations.

Each device can be configured to any Role and I/O setting available.

Multiple punQtum partyline intercom systems can share the same network infrastructure. This allows for the creation of production islands within a campus using the same IT network infrastructure. The number of devices (Beltpacks/Speaker Stations and Wireless Apps) is theoretically infinite but limited by the network capacity. Beltpacks are powered by PoE, either from a PoE switch or from a Speaker Station. They can be daisy-chained to reduce wiring efforts on site.

Beltpacks and Wireless Apps support simultaneous use of 2 channels with separate TALK and CALL buttons as well as one rotary encoder for each channel. An alternate page button allows the user to quickly reach alternate functions such as public announce, Talk To All, Talk To Many, to control general purpose outputs and access system functions like Mic Kill asf. The Beltpack is designed with a combination of premium materials, including high-impact plastics and rubber to make it both tough and comfortable to use in any situation.

punQtum Q-Series Beltpacks, Wireless Apps and Speaker Stations allow users to replay missed or not understood messages. Program input signals can be fed into the system using an analog audio input at any Speaker Station.

Sunlight readable, dimmable RGB color displays used for Beltpacks and Speaker Stations make for excellent readability of the intuitive user interface.

3 Data privacy template for punQtum systems

Data protection information according to Art. 13 and 14 DSGVO

Valid for customers, interested parties, suppliers as well as sales and cooperation partners of **Example company** (hereinafter referred to as **Example company**).

With the following information, we provide you with an overview of how we process your personal data and your rights under the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG). Which data is processed in detail and how it is used depends largely on the products and services requested or commissioned in each case.

1. person responsible for data processing

Mustermann
Straße
PLZ ORT
Tel.: +49 (0) 555 – 5555 - 0
E-Mail: info@Mustermann.de

2. data protection officer of the responsible

Mustermann
Straße
PLZ ORT
Tel.: +49 (0) 555 – 5555 - 0
E-Mail: info@Mustermann.de

3. data and services

a) Sources

We process personal data that we receive from you in the course of our business relationship. In addition, we process (to the extent necessary for the provision of our products and services) personal data that we have permissibly received from other organizations of the John DOe group of companies (<https://www.Muster-group.com/#Companies>) or from other third parties (e.g. for the execution of orders, for the performance of contracts or on the basis of consent given by you). On the other hand, we process personal data that we have obtained from publicly accessible sources (e.g. commercial registers and registers of associations), press, media, Internet) have permissibly obtained and may process.

b) Categories of personal data

When initiating a business relationship or creating master data, the following personal data may be collected, processed and stored:

Address and communication data (name, address, telephone, e-mail address, other contact data), personal master data (date/place of birth, gender, nationality, marital status, business capacity, occupational group key, identification data (e.g. ID card data), authentication data (e.g. specimen signature), tax ID).

In addition to the aforementioned data, the following additional personal data may be collected, processed and stored when products and services are used within the scope of contracts concluded with us:

Contract master data (order data, data from the fulfillment of our contractual obligations, details of any third-party beneficiaries), billing, performance and payment data (direct debit data, tax information, other personal master data (occupation, employer), documentation data (e.g. logs), product data (e.g. requested or booked services and products) and the following business creditworthiness documents: income/surplus statements, balance sheets, business evaluation, type and duration of self-employment.

c) Customer contact information

In the course of the business initiation phase and during the business relationship, in particular through personal, telephone or written contacts, initiated by you or by **Example company**, further personal data is generated. This includes, for example, information about the contact channel, date, occasion and result, (electronic) copies of correspondence as well as information about participation in direct marketing activities.

d) Information society services

When data is processed as part of information society services, you will receive further information on data protection in connection with the respective service.

4. purpose and legal basis of processing

We process the personal data mentioned under 3. in accordance with the provisions of the EU General Data Protection Regulation (DSGVO) and the German Federal Data Protection Act (BDSG):

a) For the fulfillment of contractual obligations (Article 6 para.1 lit. b DSGVO).

The processing of personal data is carried out for the establishment, implementation and termination of a contract for the provision of products or services as well as for the implementation of pre-contractual measures for the preparation of offers, contracts or other requests directed towards the conclusion of a contract, which are made in response to your request.

The purposes of data processing primarily depend on the specific products and services and may include, among other things, needs analyses, consulting and support. Further details on the purpose of data processing can be found in the respective (also pre-contractual) contractual documents of our cooperation. Interested parties may be contacted during the initiation of the contract, taking into account any restrictions that may have been expressed, and customers, suppliers and sales and cooperation partners may be contacted during the business relationship using the data that they have provided.

b) Based on your consent (Article 6 para. 1 lit. a DSGVO)

Insofar as you have given us your consent to process personal data for certain purposes (e.g. transfer of data within the group of companies), the lawfulness of this processing is based on your consent. Consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to us before the EU General Data Protection Regulation came into force, i.e. before May 25, 2018. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected. You can request an overview of the status of the consents you have granted from us at any time.

c) Due to legal requirements (Article 6 para.1 lit. c DSGVO) or in the public interest (Article 6 para.1 lit. e DSGVO).

We are subject to various legal obligations and statutory requirements and process data for the following purposes, among others: Identity and age verification, the fulfillment of tax control and reporting obligations as well as the assessment and management of risks in the organizational group.

d) Within the framework of the balancing of interests (Article 6 para. 1 lit. f DSGVO).As far as necessary, we process your data beyond the actual performance of the contract to protect legitimate interests of us or third parties.Examples:

- Testing and optimizing procedures for needs analysis and direct customer approach; incl. segmentations and calculation of conclusion probabilities,

- Advertising or market and opinion research, insofar as you have not objected to the use of your data.
- Assertion of legal claims and defense in the event of legal disputes
- Ensuring IT security and IT operations
- Consultation of and data exchange with credit agencies to determine credit or default risks
- Prevention of criminal acts
- Video surveillance to safeguard the right of access to the premises and to collect evidence in the event of criminal offences
- Measures for building and office security (e.g. access controls)
- Measures to safeguard house rights
- Measures for business management and further development of services and products
- Risk management in the organizational group

5. recipients of the data

Within **Example company**, access to your data is granted to those departments that need it to fulfill our contractual and legal obligations. Service providers used by us may also receive data for these purposes if they comply with our written data protection instructions.

With regard to the transfer of data to recipients outside of Muster AG, it should first be noted that we are obligated to maintain confidentiality about all customer-related information of which we become aware. We may only pass on information about you if this is required by law, if you have given your consent and/or if processors commissioned by us guarantee compliance with the requirements of the EU General Data Protection Regulation and the Federal Data Protection Act.

Under these conditions, recipients of personal data can be, for example:

- Public bodies and institutions in the event of a legal or regulatory obligation.
- Processors to whom we transfer personal data in order to carry out the business relationship with you. In detail: Support/maintenance of EDP/IT applications, archiving, document processing, call center services, compliance services, controlling, data destruction, purchasing/procurement, space management, debt collection, customer administration, lettershops, marketing, media technology, reporting, research, risk controlling, expense reporting, telephony, video legitimation, website management, auditing services, payment transactions.

Other data recipients may be those entities for which you have given your consent to the transfer of data.

6. data transfer to third countries or to international organizations

Data is only transferred to countries outside the EU or the EEA (so-called third countries) if this is necessary for the execution of your orders, is required by law (e.g. reporting obligations under tax law), you have given us your consent or within the framework of commissioned processing. If service providers are used in a third country, they are obliged to comply with the level of data protection in Europe by agreeing to the EU standard contractual clauses in addition to written instructions.

7. duration of data storage

We process and store your personal data as long as it is required for the fulfillment of our contractual and legal obligations. If the data is no longer required for the fulfillment of contractual or legal obligations, it will be regularly deleted, unless its (temporary) further processing is required for the following purposes:

- Compliance with retention periods under commercial and tax law in accordance with Section 257 of the German Commercial Code (HGB) and the German Fiscal Code (Abgabenordnung) with the retention and documentation periods of two to ten years specified therein.
- Preservation of evidence within the framework of the statute of limitations. According to §§ 195 et seq. of the German Civil Code (BGB), these periods of limitation can be up to 30 years, with the regular limitation period being three years.

8. obligation to provide data

Within the scope of our business relationship, you must provide those personal data that are required for the establishment and performance of a business relationship and the fulfillment of the associated contractual obligations, or which we are required to collect by law. Without this data, we will usually have to refuse to conclude the contract, provide products and render services, or will no longer be able to perform an existing contract and may have to terminate it.

9 Automated decision-making (including profiling)

As a matter of principle, we do not use fully automated decision-making (including profiling) pursuant to Article 22 DSGVO for the establishment and implementation of the business relationship. Should we use these procedures in individual cases, we will inform you about this separately, insofar as this is required by law.

10. profiling

We process your data partly automatically with the aim of evaluating certain personal aspects (profiling). We use profiling, for example, to be able to inform and advise you about products in a targeted manner with the help of evaluation tools. These enable needs-based communication and advertising, including market and opinion research.

11. your rights

In accordance with Articles 15-21 of the GDPR, you may assert the following rights in relation to the personal data processed by us, provided that the prerequisites described therein are met.

You may request information pursuant to Article 15 DSGVO about your personal data processed by us.

If incorrect personal data is processed, you have a right to rectification pursuant to Art. 16 DS-GVO.

If the legal requirements are met, you may request the deletion or restriction of processing (Art. 17, 18 DSGVO).

You have the right to revoke your declaration of consent under data protection law at any time. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

Right of objection pursuant to Art. 21 DSGVO

The data subject has the right to object at any time, on grounds relating to his or her particular situation, to the processing of personal data concerning him or her carried out on the basis of Article 6(1)(e) or (f) of the GDPR; this also applies to profiling based on these provisions.

12. right of complaint to a supervisory authority

Pursuant to Article 77 of the GDPR, every data subject has the right to lodge a complaint with a supervisory authority if he or she is of the opinion that the processing of personal data concerning him or her violates the GDPR. The competent supervisory authority for data protection issues is the State Data Protection Commissioner of the federal state in which our organization is based.

Please insert responsible data protection authority here

Please note

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