

We use the Zoom tool (“**Zoom**”) to conduct conference calls, online meetings, video conferences and/or webinars.

Information Processed and Purpose of the Processing

For recordings: If you decide to participate in a Zoom meeting with us, we may record the meeting. By participating in the meeting you are giving your consent to have that meeting recorded and for us to use it for the purpose of retrieving information related to the subject of the meeting. The fact of the recording is also displayed during the meeting. The data processed in this context is the MP4 files of all video, audio and presentation recordings.

Text, audio and video data: You may be able to use the chat, question or survey functions in an online meeting. To this extent, the text entries you make are processed in order to display in the online meeting. In order to enable the display of video and the playback of audio, the data from the microphone of your device and from any video camera of the device will be processed accordingly for the duration of the meeting. You can switch off or mute the camera or microphone yourself at any time using applications.

Webinars: In the case of webinars, we may also process the questions asked by webinar participants for the purpose of recording and follow-up of webinars.

Zoom stores basic information under user account profile information. This includes the email address, user password, name and, if provided, the company name and profile picture. When you participate in a meeting the above information will be shared. If you do not wish to share this information please do not participate in the meeting. For more information about Zoom’s privacy policy, visit <https://zoom.us/privacy>.

Where We Store Your Personal Data

Recordings of meetings will be held locally on secured servers owned and run by or on behalf of UGI or on the Cloud.

Deletion of data

As a matter of principle, we delete personal information when there is no need for further storage. Personal information collected via Zoom will generally be deleted within 31 days of the meeting unless the information must be stored for a longer period in particular if it is still needed to fulfil contractual services.

Additional information for meeting participants based in the EEA, Switzerland and the United Kingdom

Zoom is a service provided by Zoom Video Communications Inc. based in the USA. An adequate level of data protection is guaranteed by the conclusion of the so-called EU standard contractual clauses.

Data Controller

Under the definition in the General Data Protection Regulation ((EU) 2016/679) (“**GDPR**”), UGI Corp. and/or its affiliates (together “**UGI**” or “**we**”) is the data controller for the information we process from you when we organize Zoom meetings with you.

Note: If you access the Zoom website, Zoom is the data controller for the processing of your data on this website. However, calling up the internet page is only necessary in order to download the Zoom software. You can also use Zoom if you enter the respective meeting ID provided by UGI and other access data if you wish to use the Zoom app.

Legal Basis for the Data Processing

Insofar as the meetings are conducted within the framework of contractual relationships, UGI’s contractual relationship with the participants to the meeting is the legal basis for the data processing. In other cases, the legal basis is UGI’s legitimate interests to organize, effectively implement and keep a record of the online meetings it organizes.

Your Rights

You have the right of access to your information, to rectify your personal data at any time, to have your personal data erased under certain conditions, to restrict or object to some forms of data processing, as well as the right to data portability. If you wish exercise those rights, please contact UGI’s Data Protection Officer at privacy@ugiintl.com.

You also have the right to complain about the processing of your personal information to the relevant data protection supervisory authority.