



La Leche Liga Deutschland e.V.

Holbeinstr. 19
14612 Falkensee

Declaration of consent to the use of Microsoft Office 365 in La Leche Liga Deutschland e.V.

1 Basis

La Leche Liga Deutschland e.V., hereinafter 'the Organisation', uses the online portal Microsoft Office 365. The use of Microsoft Office 365 is free of charge for the Organisation and enables modern and future-oriented cooperation between the members of the Organisation, La Leche League Leaders and mothers.

In individual cases, guest licences can also be set up. With these guest licenses, the various shared services of Office 365 can be used to a limited extent. Usually you will get access to Microsoft Teams as a guest. The following regulations apply to guests.

2 Components of Office 365

Guests are given access to the services required for the particular use in question.

3 Rules of conduct

In the first instance, Microsoft's general code of conduct applies (see Annex). In addition, the following regulations of the Organisation apply:

- Be friendly and polite.
- Conflicts should not be conducted via the Office 365 platform.
- Do not use expressions that could be used to insult, defame, slander, spread malicious gossip or persecute someone.

4 Legal violations

A platform such as Office 365 is absolutely unsuitable for undisturbed violations of rules or laws. Nevertheless, we would like to point out below the general procedure in the event of possible infringements of the rules.

The Organisation will not tolerate any violations of existing legislation or of its internal guidelines. All breaches of our rules of conduct (see above) will be dealt with internally. In the case of serious violations, the relevant user account will be blocked and such violations will be referred to the appropriate regulatory authorities. This applies in particular to the following infringements:

- exchange of illegal files (file sharing)
- violation of privacy
- cyber-bullying / shitstorm
- insults, hatred (See also *Netzdurchsetzungsgesetz* - NetzDG))



- libel
- slander
- verbal abuse

5 The following provisions also apply:

- German legislation (including the Criminal Code in the case of the offences mentioned above under cyberbullying, NetzDG, TKG, TMG, DSGVO, BDSG)
- Microsoft's Privacy Policy and License Terms <http://www.microsoft.com/de-de/servicesagreement/> , <https://www.microsoft.com/de-de/trust-center/privacy>

6 Data Protection

The Organisation uses Microsoft Office 365 in compliance with all data protection requirements and in coordination with its data protection officer. Our data protection officer regularly monitors compliance with these requirements.

All personal user data collected when using Office 365 is strictly earmarked and is processed exclusively for the purpose of ensuring proper operation and proper use of the respective services.

7 Declaration of consent

1. I agree that the telemetry data collected during use of the online service will be collected by the system and processed in accordance with Microsoft's terms of use and privacy policy.
2. I agree that the data stored in the Microsoft Cloud is the property of the Organisation and that the Organisation has unrestricted access to all data stored in the Microsoft Cloud at all times.

This declaration of consent can be revoked at any time for the future.

Place, Date

Signature of User



8 Annex

Extract from the Microsoft Services Agreement:

Code of Conduct.

- a. By agreeing to these Terms, you're agreeing that, when using the Services, you will follow these rules:
 - i. Don't do anything illegal.
 - ii. Don't engage in any activity that exploits, harms, or threatens to harm children.
 - iii. Don't send spam. Spam is unwanted or unsolicited bulk email, postings, contact requests, SMS (text messages), or instant messages.
 - iv. Don't publicly display or use the Services to share inappropriate content or material (involving, for example, nudity, bestiality, pornography, offensive language, graphic violence, or criminal activity) or Your Content or material that does not comply with local laws or regulations.
 - v. Don't engage in activity that is fraudulent, false or misleading (e.g., asking for money under false pretenses, impersonating someone else, manipulating the Services to increase play count, or affect rankings, ratings, or comments) or libelous or defamatory.
 - vi. Don't circumvent any restrictions on access to or availability of the Services.
 - vii. Don't engage in activity that is harmful to you, the Services or others (e.g., transmitting viruses, stalking, posting terrorist or violent extremist content, communicating hate speech, or advocating violence against others).
 - viii. Don't infringe upon the rights of others (e.g., unauthorized sharing of copyrighted music or other copyrighted material, resale or other distribution of Bing maps, or photographs).
 - ix. Don't engage in activity that violates the privacy or data protection rights of others.
 - x. Don't help others break these rules.