

Safer use of Zoom

1) Announce to delegates at the start of meetings that Zoom is not covered by the Data Protection Act 2018 and GDPR as it is based in the USA.

2) Ask all delegates if they agree that all of their personal information is shared within an area that is not covered under UK data protection law jurisdiction.

3) Ask delegates to agree to limit discussion of sensitive matters so that individuals are anonymised and not identifiable.

From 5th April 2020, Zoom are now requiring users to password protect their meeting room.

Other things to do to protect your Zoom space are:

- Use a new meeting room each time (i.e. don't use the personal meeting ID)
- Don't allow attendees to join before host
- Mute attendees on joining
- Turn screen sharing off
- Set up a 'waiting room'
- Lock your meeting room after you have started
- Don't publicise your meeting's link on social media
- Don't share the screenshot of everyone, especially when it shows the meeting ID
- Try to have someone who's job it is to 'manage the room' and focus just on doing that
- Tell people what the Plan B is (i.e. if you do have to abort the meeting where will the meeting move to and how can people rejoin)
- Do not share personal information unless consent has been provided or make it anonymous so individuals are unable to be identified.
- Turn off your video and microphone, unless it's needed.

ZOOM PRIVACY NOTICE EXTRACTS *and comment in italic*

1. You can adjust certain settings to reduce the amount of Personal Data we **automatically collect** from you
So their privacy settings only reduce the amount of personal data that they collect
2. Zoom, our **third-party service providers, and advertising partners (e.g. Google Ads and Google Analytics)** We use this information to offer and improve our services, troubleshoot, and to **improve our marketing efforts**.
So they use google to target marketing and advertising
3. We will also **make reasonable efforts** to ensure that we do not use our Products to collect information when you visit websites **offered by companies other than Zoom**.
So they do collect information from websites that customers visit

4. **We may use identifiers**, employment information, payment information, **Facebook profile information**, technical information, **demographic information**, usage information, and **user-generated information**:
To ensure you receive proper notifications, we will need to collect certain information about your device such as operating system and user identification information.
So they harvest your device info, facebook info and user generated info so you receive proper notifications that I take to mean targeted advertising
5. **Comply with our legal obligations** or the legal obligations of our customers.
This includes **responding to a legally binding demand for information**, such as a warrant issued by a law enforcement entity of competent jurisdiction, or as reasonably necessary to preserve Zoom's legal rights.
So they only respond to legally binding requests from the USA
6. Sharing Personal Data with the third-party provider while using these tools **may fall within the extremely broad definition of the "sale" of Personal Data under certain state laws** because those companies might use Personal Data for their own business purposes, as well as Zoom's purposes.
So using google means Zoom sells personal data
7. You can also **request a copy of the Personal Data**. If you are a **California resident**
So you can't request if you are a UK resident
8. Right to File Complaint:
You have the **right to lodge a complaint** about Zoom's practices with respect to your Personal Data **with the supervisory authority of your country or EU Member State**.
So you can complain but they wont listen as the request is not legally binding as in point 5
9. **If you reside in the European Union ("EU"), United Kingdom**, Lichtenstein, Norway, Iceland or Switzerland, **you may have legal rights** with respect to your Personal Data, including those set forth under the EU's General Data Protection Regulation ("GDPR").
So you 'may' have rights I take to mean, don't have legal rights as Zoom is a US company and not under the jurisdiction of DAP 2018 and GDPR

Sapphire Skies Limited

Safeguarding for staff, students and governors **GDPR** (General Data Protection Regulation)

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