

# DATA PROTECTION WHILE USING ZOOM >> QUICK WINS

## FOR EVERYONE

- > USE ONLY THE LATEST RELEASE - "PATCHING IS LIKE WASHING HANDS."
- > AFTER INITIAL INSTALL AND EVERY UPDATE: VERIFY AND RE-ADJUST ALL DEFAULT SETTINGS.
- > SETTINGS FOR HIGH(EST) DATA PROTECTION AND SECURITY ARE STILL VERY USABLE.



## FOR PARTICIPANTS AND SPEAKERS

- > YOUR MIC PICKS UP NASTY BACKGROUND NOISES - AND EVERYTHING THAT HAPPENS AROUND YOU. ONLY TURN IT ON WHILE YOU'RE SPEAKING (E.G. BY PRESSING THE SPACE-BAR).
- > WEBCAM: FULL SCREEN MODE AND RECORDINGS UNVEIL EVERY DETAIL OF YOUR ENVIRONMENT. USE A VIRTUAL BACKGROUND OR A BLANK REAR WALL, ADJUST THE CAM ANGLE - OR CLEAN UP.
- > IN CASE PRESENTATIONS ARE PLANNED: CLOSE ALL FILES OR BROWSER TABS YOU WON'T NEED BEFORE THE SESSION STARTS. MAKE SURE TO SHARE ONLY THE NEEDED APPLICATION WINDOW, NOT AN ENTIRE SCREEN.

## FOR HOSTS

### PREPARATION: BASIC SETTINGS

- > REQUIRE ID AND PASSWORD TO JOIN THE MEETING.
- > USE THE WAITING ROOM FEATURE AND GRANT INDIVIDUAL ACCESS MANUALLY.
- > ADJUST SETTINGS ACCORDING TO THE PURPOSE OF THE MEETING:  
WITH MANY OR RANDOM PARTICIPANTS MUTE ALL MICS, DISABLE SCREEN-SHARING AND SAVING THE CHAT.  
FOR 1 ON 1 OR RECURRING MEETINGS ALLOW FOR MORE INTERACTION
- > FOR BIGGER GROUPS: APPOINT A CO-HOST TAKING CARE OF SETTINGS IN REALTIME.



### GOING LIVE - CLARIFY:

- > WHICH DATA YOU WILL BE STORING AND HOW YOU WILL USE IT: RECORDINGS, CHAT (IMPLYING PRIVATE CONVERSATIONS!), ...
- > IF OTHER PARTICIPANTS ARE ALLOWED TO SAVE THE CHAT.
- > THAT ALL ATTENDEES CAN DISPLAY EVERYONE ELSE INCLUDING THEIR ENVIRONMENT IN FULLSCREEN MODE.
- > THAT ALL ATTENDEES CAN CAPTURE THEIR SCREEN ANY TIME.
- > HINT: ASK TO ADD SPECIAL SIGNS TO THE DISPLAY NAME (E.G. ".ALEX") TO ALLOW CAPTIONING.

### DATA PROTECTION - STATUTORY FRAMEWORK

- > CONCLUDE A DATA PROCESSING AGREEMENT (DPA) WITH THE PROVIDER (ONE-TIME, DURING THE SETUP OF THE SERVICE).  
[HTTPS://ZOOM.US/DOCS/DOC/ZOOM\\_GLOBAL\\_DPA.PDF](https://zoom.us/docs/doc/zoom_global_dpa.pdf)
- > CREATE A PRIVACY NOTICE INFORMATION FOR ZOOM-PARTICIPANTS WHICH SUMS UP WHICH DATA YOU WILL STORE AND HOW YOU PROCESS IT.  
EXAMPLE: [HTTPS://WWW.UWINNIPEG.CA/PRIVACY/ZOOM-PRIVACY-NOTICE.HTML](https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html)



## DISCLAIMER

THESE ADVICES HELP TO MAKE THE USAGE OF ZOOM MUCH SAFER WITH LITTLE EFFORT.  
HOWEVER, THEY ARE NOT ALL-ENCOMPASSING, SUBJECT TO EXPIRE ANY TIME AND THEY DO NOT SUFFICE TO FULFILL ALL REQUIREMENTS OF THE GDPR.

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