

Virtual Meetings and Conferences

Tips for Privacy and Security

- If you are planning to record the conference or meeting, secure informed consent from the speakers. Additionally, you should notify participants in advance that the meeting/conference will be recorded and that participation constitutes consent to record.
- Before the start of the meeting/conference, inform participants that the meeting will be recorded. Give the participants the opportunity to opt-out of the recorded session. See the example below.

“By joining this webinar/virtual session, you automatically consent to such recordings. If you do not consent to be recorded, discuss concerns with the host or do not join the session”.

- For more information visit [Zoom's Enabling the Recording Disclaimer](#).
- Ensure that the host and speakers clear sensitive information, disable reminders, emails, documents, and close sensitive applications from their screens before sharing their screens.
- It is recommended not to distribute recordings to participants. Add the recording link on a secure conference webpage/website that is password protected. Consider taking down or deleting recorded meetings after a pre-determined time.
- Instruct participants not to screenshot or record any part of the meeting (including the audio).