



# GENERATION ENTREPRENEUR



## Zoom Online Meetings & Training sessions

Using Zoom Securely - In Zoom, there are many controls which hosts of meetings can use to maximise the privacy and security of their meetings. At the Entrepreneurs Academy, we have configured Zoom, by default, to ensure meetings are as secure and private as possible. These default settings are:

### MEETING ACCESS

1. Participants are not allowed to join before the meeting host unless previously registered via email or a booking system.
2. All participants are placed in a "Waiting Room" and the Host individually admits them to meetings.
3. Unique meeting IDs are required for each scheduled or instant meeting and Passwords are required. Participants cannot rejoin if the host has removed them.
4. Guests will be asked to sign-in and agree to GDPR terms and conditions and the general use of Zoom as an online training system.

### RECORDINGS & TRANSCRIPTS

1. Messages sent via chat are not saved. Participants cannot save a transcript of the call.
2. Meetings are not recorded automatically – only the Host is allowed to do this and to access these recordings. Before the meeting commences, Hosts are prompted to inform participants about the recording of meetings.

### Additional security

1. Files cannot be transferred via chat
2. Only the Host can share their screen

All the above features are enabled automatically within The Entrepreneurs Academy Zoom training rooms – you do not need to do anything.

## Zoom Virtual meetings – Privacy & Anonymity

Compared to a physical meeting it is not possible to achieve the same level of confidentiality and anonymity in an online setting. Even after the host has turned off all recording on the Zoom platform, there is nothing to stop a participant using other software to record sound or images. It is very important that attendees at online meetings are aware of this and that they adjust their sharing