**You’re invited to a Zoom meeting**

The council and its officers have legal responsibilities for personal data from the point it is shared, through transit, and until that information is received by the recipient, including for verbal transactions, like those through video conferencing.

The council also has safeguarding and moral obligations to protect our residents, clients and staff, where we can, from illegal and upsetting incidents.

If you must attend a meeting hosted by another organisation on Zoom, such as a hearing or panel meeting, you must follow these instructions.

**Before the Meeting**

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| [ ]  | We expect staff to **only join** meetings hosted on **paid for** (Pro Business or Enterprise) Zoom subscriptions. Check this with the host in advance.Speak to your manager immediately if a free Zoom account is being used, as your Chief Officer and the council SIRO will need to approve you joining the meeting. |
| [ ]  | Only join Zoom calls through a web browser. **Do not create a free account.** Do not click on meeting acceptance links or open attachments within any emailed meeting invitation which is not expected. A tactic of cybercriminals is to send fake meeting invitations to entice users into clicking on malicious links and opening malware infected attachments. |
| [ ]  | Find out whether the host plans to record the Zoom call and why. Discuss with your manager if you have concerns about recording. |
| [ ]  | Do not share the meeting ID or password with anyone. Ask the host to provide login details to them directly if you want another person to attend. |

**During the meeting**

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| [ ]  | The host should ask participants to introduce themselves to help ensure that only those invited are in attendance. Stop the meeting if at any point you are unsure about who else is present. You can challenge individuals or ask the host to take a further roll call if necessary. The meeting host can send participants back to the waiting room during the meeting until identity concerns are resolved. |
| [ ]  | If a meeting organiser has turned recording on, you can ask that it be stopped, and if it isn’t, decide if it is appropriate to continue with recording turned on or leave the meeting. |
| [ ]  | Do not share documents through Zoom during the call. These should be shared securely through usual means. |
| [ ]  | If a link pops up with an attachment, do not open this unless it is something that you are expecting from the meeting host or other attendee. If you are unsure, ask the host during the call whether they have sent the attachment. |
| [ ]  | **REPORT any suspicious activity or incident** that happens during the meeting to data.protection@barnet.gov.uk as soon as the call is over. |