

St Paul's Church, Covent Garden Zoom Policy

This document sets out the actions St Paul's Church, Covent Garden (SPCG) has taken to protect participants and offers some guidance for congregation members to consider when using Zoom.

Zoom is a web-based video conferencing tool that can be used on desktops, laptops or on a mobile app that allows users to meet online, with or without video. The host, SPCG, makes available a virtual channel, the 'room', to which participants can connect and see audio and visual data of other users. The usual Safeguarding Policy and Guidelines, along with the GDPR guidance would apply for these kinds of interaction.

Recording and chat log data

Zoom sessions can be recorded when the room is using default settings. SPCG is not using default setting and has disabled the recording settings for its services and sessions. **Zoom conferences and sessions are not recorded or saved by SPCG.**

The room chat can be used by all participants. These chat logs cannot be saved by any participant, including SPCG.

Actions taken by SPCG

Whilst Fr Simon conducts the services, all services and meetings have a member of SPCG staff monitoring the room and the ensuring a safe, welcoming environment is preserved for everyone. To aid in this the following settings have been put in place:

- Private chat, annotation, virtual backgrounds, file transfer have all been disabled
- Screen sharing is limited to hosts only
- Removed participants cannot rejoin
- To help screen those joining, there is a Zoom waiting room where participants are 'held' and then admitted by the SPCG staff member monitoring the room
- Zoom meetings for SPCG can only be accessed when a room is set up and will not be available at other times

SPCG does not use a password to preserve open access to Zoom Eucharists as they would be in the church building.

Guidance for participants

Those "attending" Zoom meetings should know to what extent they will be participating. Most people will know that their voice will be heard if they are not muted; for most attending they will be happy to have their video profile shown during the conference.

Consider the following guidelines when using Zoom:

- This is a platform where participants can see and hear other people live. If church members prefer not to be seen on screen they can join it in audio only. There is an option to just have a profile picture. However, one purpose of hosting meetings in this way is to offer that connection the people are missing from being able out and about to see friends.
- Consider whether you wish to create a separate login using your email, rather than login with Facebook or Google ID. Using these ID's can enable data sharing between applications.
- Use your name to log in – rather than, for example, 'Ipad'. This allows SPCG staff to see who is coming into the meeting.
- One of the main security risks of Zoom is phishing (e.g. spurious emails posing as zoom invitations, posting malicious links in Zoom chats etc.) so users always need to remember to be careful of what links they click on and what info they give out, whatever the platform.
- Participants joining any video conferences should be aware of what they have in their background, make sure there is nothing confidential that can be seen (e.g. password pinned to noticeboard immediately behind them).

Any users who engage in disruptive behaviour will be terminated from the meeting immediately and will be banned from future meetings.