

Conducting Virtual Meetings and Recordings for Research Purposes February 2021

1. Virtual meetings

- As a reminder, the University has approved the use of **MS Teams** for conducting virtual meetings.
- Users should access MS Teams for holding virtual meetings and **refrain** from using other available services, such as Zoom.
- **During the Covid-19 lockdown period**, if MS Teams cannot be used and there is a compelling communication need to be met, Zoom may be approved on a limited, case by case basis provided that the data privacy risks are properly managed.
- Please submit Zoom requests through the IG inbox (datasecurity@phc.ox.ac.uk) – reviewed/approved by Nicola Small)
- These are reviewed by Phil Nieri, the IG Manager in connection with Nicola Small, the Department's Senior Information Risk Officer (SIRO). The SIRO has approves or rejects them.

2. Recording virtual meetings

- The University generally prohibits the recording of virtual meetings **unless** they are conducted for **TEACHING** or **RESEARCH** purposes (SSO required).
 - ✓ Under GDPR, the legal basis for recording to process personal data is known as the 'public interest task'. Research is a public interest task.
 - ✓ However, to rely on this lawful basis, the recording must be necessary for an active research activity and there must be ethical approval in place to conduct that activity.
 - ✓ Ethical approvals obtained previously often do not contemplate the use of virtual meetings for participant interviews, focus groups, etc. and – as a result, may require an amendment. Please consult the IG team (datasecurity@phc.ox.ac.uk) for assistance with this step.
- To initiate recording in MS teams, please follow the instructions set for **HERE**.
- Once a request to record on Teams is approved by Central IT, the recording has to be set up at least 24 hours in advance.
- In the coming weeks (effective in Q1 2021), MS Teams meeting recordings will be saved to OneDrive and SharePoint rather than Microsoft Stream. Refer **HERE** for more information.
- If you identify the need to use Zoom for recording, such as with OBS, users must obtain prior approval (e.g. request thru IG inbox – reviewed/approved by Nicola Small).

3. Recording – non research or teaching purposes

- The University prohibits recording for non-research and teaching purposes.
- This pertains the use of any virtual meeting service, hand held device or web/computer based application for recording purposes.