



## 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](mailto: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](mailto: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.