PROTECTING ANONYMITY

IN ELECTRONIC MEETINGS

With the rush to use various platforms for temporary online meetings to connect with our home groups, please remember that many of these platforms are not designed with our spiritual principle of anonymity in mind. The platform defaults are geared for publicly accessible meetings. For example, full names can be displayed and/or the platforms may be able to record the meeting, etc. Many of these items are default settings in the application; it's important to be aware of that and for the user and/or host to learn how to manually change them to protect anonymity of all the members participating in the meeting.

Zoom* Meetings:
By default, all Zoom meetings are recorded to the cloud unless that feature is intentionally turned off. There are other settings in the Meeting subtab that can also be adjusted, such as disallowing remote control of devices, file transfer, data sharing with Zoom, and screen sharing. Following are some suggested settings for your meeting to use. Please note that ***most, if not all, of the settings below are not the Zoom default***:

*Go to: Settings > Recording and click **off** the Local and Cloud recording features.*
In the Zoom Settings section, under the <u>Meeting</u> subtab:
- *Require Encryption for Third Party Endpoints*
- *Disable Auto saving chats*
- *Disable File transfer*
- *Disable Feedback to Zoom*
- *Disable Screen sharing*
- *Disable desktop/screen share for users*
- *Disable Remote control*
- *Allow Virtual background (this is the Zoom default and allows the user to use a virtual background instead of the inside of their apartment, for example)*
In the Zoom Settings section, under the <u>Recording</u> subtab:
- *Disable Local recording*
- *Disable Cloud recording*
- *Disable Automatic recording*

So that you and your group are fully informed about your decision to use this platform, you may want to share the link to https://zoom.us/privacy with your members. That webpage outlines how Zoom "may use all of the types of personal data that they collect."

If there are members who can offer similar guidance about other platforms, please email valpcw@cs.com so we can update this information for the benefit of members who are using a variety of systems.

*This information is solely for the purpose of protecting anonymity and not intended as any kind of endorsement of or affiliation with Zoom or any other web conferencing platform.

Sources: https://www.nyintergroup.org/remote-meetings/note-on-anonymity-for-zoom-meetings/;
https://zoom.us/privacy