Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Hosting Zoom Meetings – Data Protection Guidance for Trinity College

The Data Protection Office and IT Services offer the following guidance on how to ensure that Zoom is used as securely as possible and will continue to monitor the position on security and privacy.

Only use Trinity accounts for College purposes

Do not use personal or free software solutions for College purposes. Microsoft Teams is the actively promoted and supported solution for video conferencing at Trinity College Dublin - see here for information on meetings and calls with Microsoft Teams. Where Zoom is to be used for College purposes, a licence must be purchased via your School or department so that the account remains under the control of Trinity College.

Keep software up to date

Make sure that the device being used to host meetings has the necessary updates installed, such as operating system updates and software/antivirus updates.

Make sure that you keep the installed version of your Zoom App up to date. This ensures that software vulnerabilities are fixed and reduces the possibility of your Zoom account being compromised.

Protect your meeting

This function is now enabled automatically for meetings and should not be switched off. To avoid potential 'Zoom-bombing' (uninvited guests crashing your meeting or meeting chat) you should only hold meetings that are password-protected. Never share the meeting ID or meeting password on public platforms and do not use a personal meeting ID – instead, use the Zoom-generated ID for each meeting. Only share meeting IDs and meeting passwords directly with guests and advise guests to keep these access credentials secure.

Use the Virtual Waiting Room

This function is now enabled automatically for meetings and should not be switched off. This allows the host to screen attendees seeking to enter the meeting to ensure that uninvited guests cannot gain access.

Do not record your meeting

This function should be avoided unless deemed necessary for College purposes. This applies to recording to the Cloud and to devices. Meeting guests must be informed of any proposed recording of meetings before the meeting starts and given the option to not be recorded if they so wish. Guests should be instructed to not photograph or film the meeting.

Zoom Group Chat

Avoid the use of this function unless necessary for the purposes of the meeting. Personal or incidental comments should not be communicated via the chat function.

Further information

Getting started on Zoom – guidance available here.

Zoom security guidance available here.

Trinity College guidance on secure remote working available here.

Data Protection Commission guidance on video conferencing available here.