

## *OTN Privacy Awareness For Adobe® Acrobat® Connect™ Pro Webconferencing*

**Privacy Notice:** This web conferencing service, allows the event initiator of a web conferencing event to record all components of the event. The web conference application briefly shows a small red record icon at the outset of a web conferencing session as a way to inform the user that the event is being recorded. By passing the mouse over the red record button a participant is informed that the event is being recorded. The recorded material includes the following:

- i. Any information on the presenter's screen during the web conference (a presenter is any one participating in the web conference who shares the content from his/her computer during the event),
- ii. Any documents shared,
- iii. Any video and audio information generated during the web conferencing event.

OTN protects and securely stores each event on its Server(s) in accordance PHIPA requirements and in compliance with OTN's privacy and security policies and procedures.

A link to the web conference event information is also placed on the event initiator's computer, thus allowing the event initiator, once verified by OTN, to access the record. The event initiator may share the event record up to five (5) business days after the event and/or request that OTN destroy it permanently. If destruction is requested, OTN will securely destroy the event within [5] business days of the request in accordance with its data retention policy. It is incumbent on all parties using this service to adhere to the privacy safeguards outlined below.

If no request is made to share the event within five (5) business days OTN destroys the record.

Privacy considerations in environments prior to, and while conducting, webconferencing events:

### Physical Privacy Safeguards

- Angle the monitor displaying the webconference session to minimize viewing of others (e.g. by unauthorized persons who may be present or passing by).
- Secure removable computing devices such as laptops.
- Avoid accidentally exposing information, for example, allowing a computer screen to be viewed or the meeting contents to be overheard.

### Technological Privacy Safeguards

- The audio volume on the computing device should be kept to a minimum level when listening to any media content.
- Mute when not speaking and ask participants to do the same.
- Ensure secure connections when logging-on using wireless mediums.



- Ensure that you protect any mobile storage device with strong passwords and encryption.



### Administrative

#### Privacy Safeguards

- If you decide to activate the recording function associated with this service, you should ensure only those documents necessary for the web conference are open, as all of the Presenter's screen will be recorded. You should also avoid the exchange of personal information about persons not participating in the web conference.
- Be sure to follow your own Organization's privacy policies and procedures.
- Review presentation and organize equipment in advance.
- Start promptly on time and conclude as per schedule. Keep to your start and end time.
- Delete your meeting details at the end of the session in the "My Meetings" folder. Adobe keeps history of your sessions and does not auto-delete.



- Friendly reminder not to use "Chat Feature" for private comments (e.g. not to be used for making personal comments). Use discretion when using in open environment.
- When preparing meeting content for the presentation ensure there is no personal health information included. Please use pseudonyms where appropriate.
- Ensure that you remember to log-out of your session upon the conclusion of the meeting.
- If you suspect a privacy and/or security breach, report suspected incident to your Chief Privacy Officer or someone acting in that capacity.

