

## **Parish Meetings hosted on Zoom - user agreement and instructions**

*(Meetings involving young people have a separate agreement issued individually to parents and carers)*

Before accessing a Zoom meeting hosted by the Parish, please read this statement carefully. It may help with any questions about safety and explains the terms under which we host our Zoom meetings and your responsibilities as a participant. This is in the interests of everyone's online safety and data protection.

*By hosting meetings using the Parish Zoom account, the Parochial Church Council (PCC) of Christchurch and authorised meeting hosts undertake that:*

*Contact details (names and email addresses/phone numbers) of participants will be stored by the Parish of Christchurch in accordance with GDPR legislation*

*Participants will be kept updated of any change of meeting details*

*Meeting hosts will not record images, video or audio of the meeting by any means.*

*By accessing the meeting, participants agree:*

*That they accept the terms and conditions of Zoom software (<https://zoom.us/terms>).*

*That all personal contact details they have provided (names and email addresses/phone numbers) may be stored by the Parish of Christchurch in accordance with GDPR in order to keep them updated with details of the meetings they have registered for.*

*That they are at least 18 years of age. The named contact must always be present if any members of the household aged under 18 attend the meeting.*

*To keep meeting login details and passwords private and not to share them with any other person.\**

*To maintain confidentiality by not recording images, video or audio of the meeting by any means.*

### **Online access**

Please use your own name as your Zoom screen name so the host knows who you are and can admit you. You do not have to be visible on video during the whole meeting if you prefer not to, but please check you have joined using audio.

### **Telephone access (where applicable)**

If you have requested phone access, you will be asked to provide your phone number in advance so the host(s) can recognise it and admit you.

### **Meeting Details**

Use the meeting ID and password given to you. These are distributed by letter and email to known individuals and households and should not be shared with anyone, as stated in the agreement.

### **Waiting Room**

You may then get a message that you are being held in a waiting room, or that the host has not yet started the meeting, but hopefully that means you are in the right place and you will be admitted once the meeting has begun.

*\*If you are aware of someone who would like to join a Parish meeting but has not yet requested to be on the mailing list, or if you have misplaced your email or letter, please use the website contacts page to send a message to "Conference" or telephone 01202 800888 and we will try to help.*