



Best practice is to start the meeting without recording, to explain to the participant that recording is about to commence, and if necessary why, before starting the recording.

Google Hangouts saves recordings directly to the meeting organiser's Google drive, regardless of who started the recording, be aware of this if a third party (eg. an administrator) is arranging the meetings on your behalf.

Zoom recordings are saved to your device and should be uploaded to the appropriate Google drive for storage.

If a host chooses to record a Zoom meeting locally, then chats sent publicly, as well as any private chat exchanges that the host who chose to record the meeting participated in during the session, are saved. It is advisable not to say anything on the chat facility that you would not want to share with the host.

In the current circumstances, it may be difficult to conduct online meetings without being overheard by others in your household.

Wherever possible, when conducting a meeting you should be in a room on your own where you won't be interrupted. If this is not possible, it is advisable to wear headphones with a microphone. As a courtesy, you should tell the person you are meeting with if you can be overheard.

Depending on the nature of your meeting, it may be appropriate to note if your participant is in a room alone, or if they appear to be engaged with someone "off screen", if this is likely to have an impact on the responses they are giving.