

# ZOOM Online Classes

## How to Protect Learner Privacy

Version 1.2

Algonquin College is committed to ensuring privacy protection for all its learners. The following safeguards will help protect your personal privacy while attending online classes using Zoom.

1. **Create a Zoom account**
  - Use only your Algonquin College email address
  - Create a strong password, using a minimum of 12 characters, with at least one upper and one lower-case letter, one number and one special character. Do not use the same password as an existing one
2. **Ensure Zoom is updated to get the best performance and the latest security updates**
  - To check for updates, navigate to the profile image in the top right-hand corner of the Zoom application and click “*Check for Updates*”
3. **Only conduct Zoom video meetings in private to make sure there is no risk of inadvertent disclosure of your personal information**
4. **Ensure that you have a background appropriate for a classroom setting**
5. **Use headphones or earphones**
6. **If your instructor informs you that a session will be recorded, you have the choice to mute your session and turn off your camera to avoid being recorded**

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For additional Zoom information or assistance, *including security and privacy related concerns*, please contact the ITS Service Desk via phone (613-727-4723 ext. 5555), email ([5555@algonquincollege.com](mailto:5555@algonquincollege.com)) or [web form](#).

If you have any questions or concerns specifically about the processing of your personal information by Algonquin College, please contact the Freedom of Information (FOI) Coordinator by email ([FOIcoordinator@algonquincollege.com](mailto:FOIcoordinator@algonquincollege.com)). Please note: This is for FOI related questions or concerns only. For all other concerns, please contact the ITS Service Desk.