



Shardlow Primary School



Using video and audio conference tools- Zoom (RA06)

Date:	30.04.2020	Risk assessment reference number:	RA06	Review date:	On-going
Authored by:	K Magner	Signature:			

Hazard	Perceived nature of risk	Generic control measures	Residual Risk Low/Medium/High	Additional measures
Sharing of personal information	Data Protection breach through sharing of personal information.	• Use first names only when speaking on the video • Staff must not 'sign up' pupils and allocate them accounts. Instead they set up a meeting and share the ID and password and pupils can then choose to log in. • Individuals are not compelled to join video and or audio call.	Low	Fire Safety Officer to report any concerns to Headteacher
Security Risks	Access to Zoom meetings by unauthorised persons	• School staff to host the meetings and control who is in attendance, the agenda for the meetings, and to host the meeting from an account that has been set with appropriate security settings to minimise data collection/processing, and restrict what facilities are available to attendees in the meeting. • Host to disable ability to screen share for all but Host, disable filesharing, and chat. • Host only to share relevant presentations, and to keep meetings focused on agenda. • Host to ensure that the meeting details are	Low	

		shared on the schools secure platforms (Class Dojo/Tapestry) and not shared anywhere that could be accessed by unauthorised persons. • Parents/children must be reminded not to share the meeting ID and or password with anyone outside of their household. • If a breach is identified the meeting will be closed immediately. • Where a person has enabled a breach by sharing the ID and password they will not be able to participate in future meetings. Including agreed signal to indicate lockdown procedures commence and agree follow up procedures • Staff and pupil awareness of relevant procedures in the Lockdown Policy Annex 1- Use of the Village Hall		
Privacy concerns	Due diligence of the supplier.	• Privacy settings as recommended by the provider will be used to minimise any risk to privacy (see Zoom Code of Conduct) • Due Diligence of supplier has been completed by Derbyshire County Council. • Completion of the Data Protection Impact Assessment • Supplier privacy notice obtained and added to school's Data Protection Register and records. https://zoom.us/privacy • Live video feeds and audio streams are being processed during a meeting, but this is not retained by Zoom once a meeting ends. •	Medium	
	Information being shared which is likely to raise privacy concerns or expectations.	• The meeting hosts and or individuals attending the meeting must ensure they do not share sensitive data related to themselves or others.	Low	

		This includes but is not limited to; Race; Ethnic origin; Political opinions; Religious or philosophical beliefs; Trade union membership; Genetic data; Biometric data (where this is used for identification purposes); Health data; Sex life; or sexual orientation Criminal records Information regarding individuals safeguarding concerns Information regarding individuals on the schools special educational needs register		
	Medium risk that an attendee video conferencing from home might accidentally disclose their own, or other household members' personal information to colleagues. This could happen inadvertently, such as by having personal information within camera range.	• See agreed Code of Conduct to minimise risk	Low	
Safeguarding staff and pupils	Allegations of abuse Inappropriate and or offensive behaviour	• All participants must follow the agreed 'Zoom Code of Conduct' • Staff must ensure that there are others in the room when completing a Zoom meeting • Parents must ensure their child is supervised at all times		