

# Privacy Fact #10

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

## Training Materials For Use In Non-Clinical Environments

*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

- 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.