

PRIVACY IN PUBLIC: THE DOS AND DON'TS FOR ONLINE MEETING, CONFERENCE CALL AND WEBINAR

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The National Privacy Commission (NPC), digital experts and organizations set the guidelines to meet the level of protection participants need for their online engagements. These reminders or tips can help teachers in the performance of our duties in attending online meetings and webinars.

DOs

1. Staying alert especially when sharing videos, photos, and files.
2. Using customized backgrounds to avoid accidental disclosure of personal information.
3. Installing and regularly updating an anti-virus program.
4. Muting the microphone by default, especially when not speaking or reciting.
5. Turning off the microphone and camera when leaving one's station for, say, bathroom breaks.
6. Share personal data to the extent necessary for a specific purpose

DON'Ts

1. Connecting phones, laptops, and other gadgets to free or public Wi-Fi networks. If badly needed, ensure that the public network has a password and is not accessible to everyone.

2. Sharing submissions for an unlimited time. See to it that when the content no longer needs to be shared, delete it immediately.
3. Taking screenshots of the video feed of participants without consent.
4. Recording of the meeting/conference or webinar without legitimate use and consent.
5. Storing personal data collected in a personal account or device.
6. Keeping personal data longer than their intended purpose. (Set retention periods and employ mechanisms for frequent purging of messages or interactions between organizers and participants.)

In the profession where online engagement is a necessity, everyone is highly encouraged to be vigilant and careful in the manner we embrace and adapt it.

References:

ConnectSafely (2022). Safety Tips for Managing Online Risks

<https://www.connectsafely.org/safetytips/>

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<https://www.the-newshub.com/tips-for-safe-online-meetings/>