



## **Scottish Hockey – guidance for online meetings**

As lockdown continues we are aware that there will be an increase in use of online meeting software to allow clubs to keep in touch with their members. The use of technology is a great way to keep connected and healthy, but Scottish Hockey would recommend clubs adhere to the following guidelines to help keep meetings safe and secure:

- **Never publish your meeting password on a public forum/website.**
- **Never go to a meeting that doesn't have a password.**
- **If there is waiting room facility on the software, please make sure it is enabled**
- **Mute participants on entry of meetings.**
- **Meetings should not be recorded without full consent of the individuals involved**
- **Update software if prompted – this allows bugs to be fixed, and reduces the risk of security breaches.**
- **If you want to promote what you are doing on social media by posting screenshots of the meeting, please make sure that any references to any children's identities are removed / blanked out.**

More information on how to use some of the more popular online meeting software can be found here:

Zoom - <https://zoom.us/docs/en-us/privacy-and-security.html>

Microsoft Teams - <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/security>

Skype - <https://support.skype.com/en/faq/fa34649/protecting-your-online-safety-security-and-privacy>