

## *Policy on the Use of Zoom for Online Learning*

The use of the Zoom technology requires The Guildford Institute to use event participants' email address for the purposes of inviting them to scheduled sessions, as well as for any further communications related to the event.

In the cases where tutors set up their own meetings, participants' email addresses will be known to the tutor prior to the start of the course. Following the first meeting, the tutor will consult with all participants about any possible further use of their email addresses if necessary.

Tutors and participants must only use email addresses from their group for purposes associated with studying with The Guildford Institute and with the specific event in progress.

The sessions held through Zoom for Guildford Institute learning activities will not normally be recorded. In cases where recording is required, the tutor will ask permission from all participants before starting to record the session.