

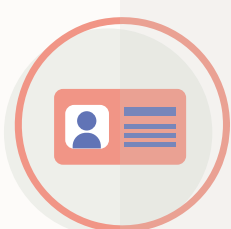
## THE BEST TIPS FOR

# Privacy and Virtual Meetings



### Private Space

Find a private space to discuss confidential matters to keep others from overhearing the conversation.



### Display Name

You can personalize your display name to protect your privacy. Consider using your first name or initials.



### Recordings

Be aware that virtual meetings can be recorded formally, or from an external device.



### Background

Blur your background to keep your home, photos, hobbies and personal life private.



### Chat

Chats can be screen captured, downloaded, or transcribed. Be careful what you put on record.



### Audio

Make it a habit to mute yourself when not speaking so background conversations are not overheard.



Access and Privacy office  
Legislative Services Division  
Corporate Services Department  
[foi@durham.ca](mailto:foi@durham.ca)

For an accessible format,  
call 905-668-7711, extension 2204.