

Zoom Privacy Considerations for Recording and AI

When recording Zoom meetings and/or enabling the Zoom AI Companion to create summaries, hosts scheduling the meetings should inform the participants well before the meeting date regarding recording and AI for full disclosure and transparency. If there is registration for the event, hosts should include information in the confirmation email that the Zoom portion will be recorded and/or if the Zoom AI Companion will be used.

It is recommended that the host inform what the recordings and Zoom AI summaries will be used for and how or if they will be shared before the meeting starts. It is also recommended that hosts provide options for interaction if participants are uncomfortable with recording, such as chatting questions or comments, keeping their video off or changing their display name.

For meetings that will have sensitive or controversial topics, plan ahead and perhaps pause the recording during those times and begin recording again once that portion is complete. Be sure to inform the participants that the recording is restarting and to refrain from referring back to the sensitive topic during the recorded portion.

Keep in mind the dignity and welfare of those in the Zoom meeting and decide whether it is necessary to record the meeting at all. In addition, for HyFlex events, you will want to inform not only the Zoom participants but the in person participants as well that the session is being recorded and/or Zoom AI being used to create summaries. Remember, it is a matter of being transparent and respectful for all who are attending and participating in the meeting.