



## DOWNING COLLEGE CAMBRIDGE

### **Remote meeting protocol**

This protocol is designed to ensure that College meetings are conducted in a secure, trusted environment. All members participating in the meeting are expected to agree with and abide by the protocol.

1. All participants should ensure that they are participating from an appropriate environment where audio and video communication can take place without undue interference and where confidentiality can be maintained if required.
2. Where links, credentials or passwords have been generated for a meeting, these should not be distributed further than the participants or their nominated agents.
3. Meeting content should not be recorded without prior agreement of the Chair and all participants. If it is agreed that the meeting is to be recorded then this should be done by the Committee administrator and the recording distributed to all participants.
4. Participants should, as far as is reasonable, ensure that the equipment they are using to participate in the meeting is secure and not vulnerable to third party misuse during the course of the meeting. Participants retain sole responsibility for the correct use of their equipment.
5. If, during the course of the meeting, it is no longer possible to abide by any element of this protocol, then the participant should make the Chair aware at their first opportunity.