

Guidance for securely using virtual communication with research participants

1. Use a new meeting ID for each interview. Do not “recycle” the PERSONAL MEETING ID when using Zoom.
2. Before starting the interview, the interviewer must make sure nobody else is on the call.
3. As the interview begins, the interviewer must LOCK THE MEETING to ensure nobody else joins when using Zoom.
4. If the meeting is to be recorded, obtain consent as usual.
 - **Do not** record the session to cloud recordings.
 - If they must be recorded, RECORD TO COMPUTER when using Zoom. After the recording saves, move it to a trusted medium for safe-keeping.
5. Be careful with cameras, as they might pick up background images or people walking through the image who did not consent to being recorded.
6. As you interview via Zoom, be aware of the fact that the interviewer will only see what is displayed by the camera (if one is used at all). That means that there will be **no way** to assess if somebody is being coerced or influenced by another person who is out-of-view.
7. Local video has to be transcoded from a proprietary format to standard, Zoom does it automatically.

If you have any additional questions or concerns, please reach out the IRB or IT before you begin.