

# KEEPING YOUR ONLINE ACTIVITY SAFE



# Presentation Outline

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## TODAY'S TOPICS

- Introduction
- Using Zoom
- Tracking Your Attendance
- GDPR
- Content and Conduct
- How to report issues

# Introduction

Our Student groups have had to adapt very quickly to move their activity online. Whilst you have done very well in doing this so far, we want ensure that you events remain safe, fun and interactive.

We will be covering a range of topics from GDPR Guidance to Using Zoom and also telling you how to track attendance at online events.



# Using Zoom

**Did you know we have an SU Zoom Account that you can book onto and use for your meetings?**

Ensuring that your group remains safe using Zoom (or any other online platform) is a top priority when running your activity.

Using Zoom, you can see how to set up your event safely to ensure that it is safe from people trying to hijack what you are showing, ensuring that only your members are able to access the link, and also ensuring that you are able to manage the event whilst online.

Please use the helpful guide from Zoom here:

<https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>

If you wish to book the SU Zoom account, please email [SU.StudentGroups@uwl.ac.uk](mailto:SU.StudentGroups@uwl.ac.uk) with the time and date/s you wish to have the account for.



# What You Need To Remember

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## VIDEO'S/MIC'S

Remember you can set it so that everyone's mic's and videos are turned off as they enter the call.

This will allow you to speak to everyone beforehand to welcome them to the sessions. You can also just request people mute their mics if you want them too.

## SENDING THE LINKS

We will never put the Zoom links on the Event page of events as anyone can see this.

We suggest that you use the messaging system (or WhatsApp group) to be able to send any links out.

## SHARING YOUR SCREEN

We recommend that unless you need too, you turn the share screen option off. People will be able to still see each other (unless you turn videos off too) but this will allow you to remain in control of the session and ensure that no inappropriate content is shared.

# Tracking Your Attendance

## How to see who's coming to your sessions

Making sure you track the attendance of any activity you do, whether this is online or physical, allows you to see which of your members are participating in your activities.

We use the Google Form: <https://forms.gle/UZRv4BfoAABJreEP9> to be able to track which students attend.

This data allows us in the Students' Union to see what type of events are working for you, and also help us to get feedback from those attendees on events that you run.

We will also use this as a Track and Trace should we be required too, which will ensure the safety of your members.



# What You Need To Remember

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## IS IT TICKETED?

If you run a Ticketed Event (through the SU Website) you will need to make sure that everyone has purchased a ticket.

## IS IT MEMEBERS ONLY?

If your event is for members only, you need to make sure that everyone attending has a membership. You can check this using your Admin access and view memberships.

No Membership, No Event Attendance. (This also includes access to Whatsapp Groups)

## SHARE THE ATTENDANCE LINK

Make sure you share the Event attendance link at the start of your event, or if you are happy to, get everyone to message you their student numbers privately on the Zoom Chat and then submit them all at once via the link.

# GDPR

## GENERAL DATA PROTECTION REGULATION

You now need to head to <https://www.uwlsu.com/opportunities/training/safety/> and watch the video on GDPR training. There is also an assessment that you will need to complete and you must score at least 80% to pass this module. Make sure you watch the video before participating in the assessment.

# What You Need To Remember

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## PERMISSION

You must have permission from Students to contact them. This can be obtained by making sure they purchase a membership or if they have contacted your group first.

All Activity should be confirmed by the SU as well so that we can ensure all processes have been followed.

## MEANS OF COLLECTION

Asking students for data or Student Numbers and writing it on pieces of paper is not acceptable.

We have a ticketing system/Google Doc or barcode scanners that you must use to see who is attending your events.

## REPORTING

Any Data breaches must be reported! You can report these by emailing your coordinator with information about any breaches and how/where it has taken place. This will help us to improve our practises so that we can ensure that this doesn't happen again.

# Conduct and Content

## MAKING SURE YOU REMAIN SAFE ONLINE

As a Student group, you are responsible for the content that is posted from your student groups accounts. This is why it is important that only the committee members have access to these accounts.

You are also responsible for the conduct of your members. Any inappropriate content shared on social media, WhatsApp groups, via screen shares etc, must be reported. Any complaints of bullying, harassment or inappropriate content will dealt with in line with the UWLSU Disciplinary process.

You should make sure you make your content engaging and fun, this will encourage students to get involved in your groups activities.



# What You Need To Remember

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## CONDUCT

You have all signed the Student Group Rules so as committee members you must be setting the example for your members. Do not force them to do anything.

If you think any members are displaying poor conduct, talk with them and report it to your coordinator.

## CONTENT

The type of content that you display will make all the difference to your student group. Any sharing of inappropriate content will cause actions to be taken against members/groups.

WhatsApp groups are most likely subject to having inappropriate messages shared on them so you should only use the Chats that UWLSU sets up for you.

## REPORT

Reporting of any issues, whether that is GDPR Breaches, Bullying and Harassment or Content or Conduct can be done so by emailing your Coordinator or [SU.Studentgroups@uwl.ac.uk](mailto:SU.Studentgroups@uwl.ac.uk)

We take all reports seriously and will investigate these issues. So please help us by (where possible) including screenshots and detailed statements.

# THANK YOU

IF YOU HAVE ANY QUESTIONS ABOUT THE WORKSHOP, PLEASE  
CONTACT [SU.STUDENTGROUPS@UWL.AC.UK](mailto:SU.STUDENTGROUPS@UWL.AC.UK)