

Security and protocol privacy – form and list for checking

General information

Webinar/meeting name: _____

Date and time: _____

Platform: ☐ Zoom ☐ Teams ☐ BigBlueButton ☐ Google Meet ☐ Jitsi Meet ☐ Other:

Moderator: _____

Lecturer(s): _____

Technical support: _____

Access and authentication

- ☐ Webinar/meeting protected by password or waiting room
- ☐ Unique links for accessing participants
- ☐ The moderator has the ability to remove unwanted participants

Privacy and recording

- ☐ Participants informed in advance about the recording
- ☐ Participant consent recorded (written or oral)
- ☐ Recordings stored securely
- ☐ Recordings are used for educational purposes only.

Communication management

- ☐ Rules of conduct clearly defined and shared with participants
- ☐ Disabled screen sharing without moderator approval
- ☐ Moderator monitors and responds to inappropriate comments or behavior

Technical safety

- ☐ Software updated to the latest version
- ☐ Using secure networks (VPN or trusted Wi-Fi)
- ☐ Device protection ensured (antivirus, firewall)

Additional measures

- ☐ Unauthorized recording and sharing of content is prohibited
- ☐ Ensured compliance with GDPR and relevant regulations
- ☐ Warning to participants about confidentiality of data

Signature of the responsible person (verification carried out)

Name and surname: _____

Date and time: _____