Privacy-compliant Zoom settings

In order to be able to use Zoom in compliance with data protection, the principles of the General Data Protection Regulation (GDPR) such as data economy and data protection-friendly settings must be implemented as far as possible. This includes choosing the settings for using Zoom accordingly. This handout shows how you should set up Zoom to use the service in accordance with data protection principles.

For detailed instructions and instructions on how to use Zoom, see


The settings shown here can be reached via https://zoom.us/profile?from=client and after you have logged in with your account.

If you absolutely need certain features, enable these options only for the period of use of the feature. Before using, please consider whether you actually need the function or if you can use Leuphana’s in-house tools if necessary. After mandatory use, please restore the settings recommended here. Some settings have already been preset by Leuphana and cannot be changed by you.

If you have specific data protection questions regarding the use of Zoom, you are welcome to contact the data protection management (datenschutz@leuphana.de).

Your data protection management team
Activate to prevent access by participants from other countries.

Activate to encrypt invitation links.
Invitation links must not be used in general, because cookies are set automatically and unbindable on the Zoom website when the link is clicked.

Activate to prevent access by unwanted participants with web client.

These are default settings given by the administrator that cannot be changed with your licence.
Activate to hold meetings in the safest way from a data protection point of view. Please note that certain functions no longer work for technical reasons. Check beforehand whether you really need these functions and activate them if not.

Activate the end-to-end encryption again here.

To reduce the possibility of malware transmission, please specify which types of data may be transmitted. For example, include only Office documents, PDF, or image files.

Please use for surveys software hosted by Leuphana e.g. Limesurvey

Activate to not show unwanted windows or the desktop view.

Disable, as this function triggers a separate processing operation at Zoom in the US.