

As of April 29, 2021

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

<https://www.leuphana.de/en/universitaet/entwicklung/lehre/support-tools/digitale-plattformen-und-tools/videoconferencing/zoom.html>

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



Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Locked by admin

These are default settings given by the administrator that cannot be changed with your licence.

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting



Locked by admin

Require a passcode for Personal Meeting ID (PMI)

- Only meetings with Join Before Host enabled
- All meetings using PMI

Passcode 000000



Locked by admin

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.

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



Activate to prevent access by unwanted participants with web client.

Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client



Activate to prevent access by participants from other countries.

Approve or block entry for users from specific countries/regions

Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.





Allow use of end-to-end encryption

Choose between enhanced encryption (encryption keys stored in the cloud) and end-to-end encryption (encryption keys stored on your local device) when scheduling or starting a meeting. When using end-to-end encryption, several features (e.g. cloud recording, phone/SIP/H.323 dial-in) will be automatically disabled. [Learn more](#)



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.

Default encryption type

If the admin locks this setting, users will not be able to change the encryption type for meetings (i.e. scheduled, instant, PMI).

- Enhanced encryption [?](#)
- End-to-end encryption [?](#)



Activate the end-to-end encryption again here.

File transfer

Hosts and participants can send files through the in-meeting chat. [?](#)



- Only allow specified file types [?](#)

- Maximum file size [?](#)



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.

Meeting Polls

Allow host to use 'Polls' in meetings. Hosts can add polls before or during a meeting. [?](#)



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

Disable desktop screen sharing for meetings you host

When this option is on, users can only share selected applications and files. [?](#)



Activate to not show unwanted windows or the desktop view.

Report to Zoom

Allow users to report meeting participants for inappropriate behavior to Zoom's Trust and Safety team for review. This setting can be found on the meeting information panel. [?](#)



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