

SOUTHWESTERN COLLEGE ZOOM POLICY

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Account Licensing

All Southwestern College Zoom accounts are automatically given Zoom PRO licensing by using Zoom's Single Sign-On (SSO) feature in conjunction with the user's Southwestern College Office 365 account.

In some cases, persons closely affiliated with Southwestern College (alumni, vendors, etc.) may be granted the use of a college Zoom account. Requests for these accounts will be reviewed on a case-by-case basis.

Account Retention

Southwestern College Zoom accounts are tied to the user's Office 365 account. Student accounts are kept active for 1 year after the student is no longer enrolled in at least one course at the college. Upon deactivation of a Student's Zoom account, the student will lose access to all data (cloud recordings) and PRO licenses associated with the account. It is the responsibility of the student to ensure that any data residing in the account is retained prior to deactivation.

Faculty/Staff Zoom accounts will be removed upon notification from Human Resources. Requests to extend access to specific accounts must be made through Human Resources prior to termination. Upon deactivation of a Faculty/Staff member's Office 365 account, the user will lose all access to all data (cloud recordings) associated with the account. It is the responsibility of the employee's supervisor to ensure that any institutional data residing in the account is retained prior to deactivation.

All other Zoom accounts will be reviewed periodically for continued use.

Cloud Recording Retention

All cloud recordings will be automatically deleted 365 days after the recording date. The meeting host receives notifications that the recording will be deleted 7 days prior to deletion. After the 365 days have expired, deleted recordings are moved and stored in Zoom trash for 30 days. Recordings retained in Zoom trash during the 30 days can only be retrieved and downloaded by the meeting host. After the 30 days, recordings are permanently removed and will no longer be accessible.

Privacy

While Southwestern College respects individual's right to privacy in communications, complete privacy of your Zoom account is not guaranteed. Southwestern College does not routinely monitor or access the content of Zoom accounts, though the college reserves the right to investigate use of Zoom services or disclose the content of accounts with appropriate authorization.