

Recording & Privacy during Zoom meetings

The SGLD will be recording its SGLD CPD Digital events so that the session can be sent out to delegates after the event. If you do not wish to be recorded but still wish to participate, you will need to click on the video button in the bottom left-hand corner and set it to 'stop video'. You can also change your name on the screen for anonymity if you would prefer, but you will still be able to contribute using the microphone.

It can be helpful to see each other's faces during training, however, please consider what is visible on video behind you. When participating in a Zoom meeting / training session with fellow SGLD members or clients, please be mindful of your background and remove any confidential items or personal effects as the sessions are recorded. It is also important to advise any additional members (particularly any children/minors) of your household not to walk behind you during the meetings / sessions due to the recording of sessions. Ensure your seating and position will be comfortable for the duration of the session.

It is possible to set up a virtual background via the Zoom application. The virtual background feature allows you to display an image or video as your background during a Zoom meeting. For further information on this please visit <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

Due to the recording of sessions, you do not need to take notes as you will be able to review and replay any part of the session. The recording can take a few days to be processed, but once this has been done a link will be sent to you so you can access and download the file.

The SGLD ask that you do not share the invitation link with anyone – it is personal to you.

The SGLD would ask that any materials / information discussed during the CPD is kept confidential and that participants comply with the below:

- To respect the contributions of other participants during the training sessions.
- To regard and keep confidential any information / training which is shared during these sessions.
- The copyright in SGLD CPD recordings and the content found therein belongs to the Society of Garden and Landscape Designers and/or our licensors. By purchasing a recording, you are granted a limited right to use this recording for your own personal viewing. Any commercialisation or further sharing of this recording and any other use of the content of this recording is strictly prohibited without prior written authorisation from the Society of Garden and Landscape Designers.

If the CPD you are attending is being recorded to be made available for purchase this will be stated on the CPD web page for the event and on the ticket information.

- By purchasing a ticket for one of these events you agree to participate in a recording that may be made available for purchase at a later date.
- If you do not wish to be recorded but do wish to participate, you will need to click on the video button in the bottom left-hand corner and set it to 'stop video'.
- Your name may also be visible, if you wish to change this, hover the mouse over your name and click on the 3 dots then select 'rename'.
- **You will not be included in the recording if your video is off, and your microphone is muted.**