Protocol for using MS Teams for online meeting and calls when discussing Highly Restricted Data Policy

Identity checks must take place for all users to ensure they are who they say they are.

Teams Calls
Internal Users
- Requirement to be employees of The University of Manchester with appropriate, current mandatory training.
- Requirement to agree and sign relevant annual confidentiality and security forms.
- Highly Restricted Data can be discussed over MS Teams as the calls are encrypted and relate to invitees only.
- NO data to be shared via the files section or chat function.
- Agreement not to record meetings where Highly Restricted Data is discussed.
- Agreement to not use MS Teams in public places for discussing Highly Restricted Data (use only in a private location, i.e. when in the office or remotely at home).

External Contributors
- Requirement to be an existing approved contributor with a corporate email and approved locally (PI delegation log approval).
- Highly Restricted Data can be discussed over MS Teams as the calls are encrypted and relate to invitees only with agreement.
- NO data to be shared via the files section or chat function.
- Agreement not to record meetings where Highly Restricted Data is discussed.
- Agreement to not use MS Teams in public places for discussing Highly Restricted Data (use only in a private location, i.e. when in the office or remotely at home).

Discussing Highly Restricted Data – meetings and online training sessions
Highly Restricted Data can be discussed over MS Teams meeting as the calls are encrypted and attendees relate to invitees only.
- All participants must be informed that they are NOT to share data via the files section or chat function to ensure all Highly restricted Data files are only stored in a secure database.
- If making a Video call, then the team members may screen share Highly Restricted Data and discuss the data within over the call.
- No recordings of meeting are permitted.
- Invitees are told that they cannot work in a public location and can only participate in calls / meetings in a private place.

Using Teams to train colleagues working with Highly Restricted Data
When conducting training on Teams the following should apply.
- All training must be done on a separate external MS Teams and on a user-by-user basis.
- As with MS Teams meetings, the same protocols apply in terms of checks for those being trained.
- Any data used to illustrate the system (by screen share) must only be from the organisation from which contributors are being trained.
- Any data used to illustrate the system (by screen share) is from the organisation from which the person is being trained.