**Rules of conduct for online training participants.**

**Before the start of the videoconference**

1. Please read the general terms and conditions of use or privacy policy of the software you wish to use.

2. Check if your conversations will be recorded and stored.

3. Verify for what purposes your personal data will be used.

4. Check what data permissions you are asked to provide - contact list, location, etc.

5. To install the app on your computer, use the official website of the app you want to use; for mobile devices, choose the official Google Play store or App Store.

6. Make sure that third-parties do not have access

to your screen.

7. Check that the application has the necessary security measures, such as encryption.

8. Use web applications, not desktop ones.

9. Secure your Wi-Fi network with a strong password.

10. Before sharing your screen during the conversation, close all windows so that other conference participants cannot see them.

11. When connecting to the teleconference, use access codes/PINs.

12. Scan the teleconference software with an antivirus or antimalware program.

**When using video conferencing**

1. Limit the amount of personal data you provide - use a pseudonym and a business e-mail address.

2. Use a different password than you use to access other services.

3. Do not share links to the conference on social media.

4. Enable, if possible, default password protection for online meetings.

5. Manage your screen sharing options.

6. Use an encrypted VPN connection to make business calls.

7. Do not share your business documents through a chat that may be public.

8. If possible, use a background blur option (so that other callers cannot see your surroundings).

9. Use the “waiting room” option so that you can manage people participating in the conference call, avoiding random or unwelcome participants.

10. When logging into the teleconference, turn off the microphone and camera (you can turn them back on as needed).

**After using the video conference**

1. Turn off the microphone and camera.

2. Make sure you have ended the online meeting and closed the application.

3. Ensure that the teleconference software is not working in the background.