

North East Regional Special Operations Unit Notification



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NORTH EAST REGIONAL SPECIAL OPERATIONS UNIT

Video conferencing for organisations



The COVID-19 lockdown means many organisations are using home working on a greater scale, with more staff using video conferencing as a way to communicate.

Below are tips to help you to choose, configure and deploy video conferencing services within your organisation.



Choosing a video conferencing service...

- Find out if a video conferencing service is included in your existing business software implementation
- If considering a new service, you should perform a security risk assessment across a shortlist of providers
- If you need video conferencing for more sensitive meetings, you should follow the NCSC's Cloud Security Principles to determine whether a service meets your security needs
- Many video conferencing services include paid options that provide additional features or levels of service



Deploying and configuring the service...

- Configure user accounts- Implement single sign-on where possible, integrating the video conferencing service with your existing corporate identity
- Configure access to meetings and conferences for users from your organisation and unauthenticated users
- Many services allow calls to be recorded, and for text chats and shared files to be saved. Ensure you know where this data is stored, and who can access it
- You should configure the video conferencing service consistently across all platforms you use



Helping staff to use services securely...

- Ask your users to test that the video conferencing service is working before using it for real meetings
- We suggest telling your staff; to consider blurring their background to add personal privacy, how to check when their webcam is active, and how the service indicates when the meeting is being recorded
- For staff organising meetings- ask them to hold a test meeting to familiarise themselves with controls, to consider which features are appropriate for the meeting (e.g. file sharing), and only share the password for a meeting with the participants

For more info on video conferencing visit:

<https://www.ncsc.gov.uk/guidance/video-conferencing-services-security-guidance-organisations>

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