

Zoom Cloud Recordings Retention Policy			
Effective Date: 08/01/2023	Last Updated: 07/12/2023		

1. PURPOSE

The Zoom Cloud Recordings Retention Policy describes the purpose and policies regarding the long-term storage and retention of cloud-based Zoom recordings for the Benedictine University (BenU) community. As our Zoom Cloud agreement limits the total amount of storage space available, it is not intended for long term storage of Zoom recordings. Instead, its purpose is to hold users' recordings for a limited time until the user can move the recordings to a permanent storage location if required for long term use.

2. AUDIENCE

- a. This policy applies to all BenU staff and faculty who save their Zoom recordings to the Zoom cloud storage service.
- b. This policy will also apply to students if, in the future, they are granted permissions to use cloud storage for their Zoom accounts.

3. DEFINITIONS

- a. **Term:** Zoom Cloud Storage
Definition: This refers to the online (cloud) storage space hosted by Zoom as part of our annual contract.
- b. **Term:** OneDrive
Definition: This refers to the online (cloud) storage space provided to each active member of BenU staff and faculty.

4. Policy

To ensure there is always space available for day-to-teaching and administrative needs, **an automated retention schedule will remove all recordings stored within Zoom Cloud Storage 120 after the recordings were created.** Users will receive an email notice one day before the recording is automatically deleted.

For Zoom recordings requiring long term storage and access, the recordings creator must save the recording into their individually provided OneDrive account before the 120-day deletion process. Each user's account

has 1 Terabyte of storage space, allowing for numerous recordings. In cases where access to a recording is needed beyond the Benedictine University community, the recording's owner will work with Benedictine University's Information Technology Department to determine the appropriate long-term storage option. In some cases, IT may set up SharePoint storage. The IT department, in working with the groups responsible for such recordings, will be the final arbiter of whether the recording should be saved to OneDrive or SharePoint. How-to instructions for the saving of recordings will be posted and maintained on the IT knowledge base.

5. PROCESS

Zoom will retain recordings in their Cloud Storage system for 120 days. When a recording has been stored for 119 days, Zoom will send an automated email to the user, warning them that their recording will be deleted. On day 120, Zoom will move the recording to the Trash and then notify the user that the now-deleted recording can be recovered from the Trash within the next 30 days. Once 30 days has passed, Zoom will permanently delete the recording.

6. EXCEPTIONS

Due to the automated configuration of the system and availability of long-term storage elsewhere, there are no exceptions defined.

7. VIOLATIONS

Due to the automated configuration of the system, failure to remove recordings in a timely fashion will result in the irrecoverable deletion of the recordings.