The eTutors' Zoom Privacy Advisory

Because eTutors are members of the eTutoring Zoom Group, eTutoring administrators have access to tutors' personal Zoom recordings.

However, eTutors' personal recordings:

1. are never viewed, copied, or distributed in any way by eTutoring admins
2. are manually deleted in batches at least once a week.

Any recordings missed by the manual deletion will automatically be deleted by Zoom after 90 days.

At this time, we cannot use .edu email addresses for eTutor accounts (tutors only) or eTutoring's Zoom group. Here's why:

1. Each email address can only belong to one Zoom Group.
2. Most colleges have Zoom groups, to which they may add their students' .edu email addresses, often without telling them they have done so.
3. College and university Zoom Groups take precedence over eTutoring's Zoom group.
4. This means that .edu email addresses sometimes disappear from our eTutoring Zoom group, without notice.
5. If an email address is removed from our eTutoring Zoom group, our scheduler won't know that the eTutor is with eTutoring and will fail to create each shift's unique, password-protected meeting link.
6. Without a link created for that specific day and time, there's no way for students to meet with our eTutors.

You can create a whole new email address if you wish. I often recommend Gmail because it's easy to forward Gmail to another email address (whichever one you use most). Directions for setting up Gmail forwarding can be found here. .

If you would prefer to keep your personal recordings or do not want eTutoring admins to have any access to such recordings, **we suggest you use a Zoom account not attached to eTutoring when you hold personal meetings in Zoom.**

If you would like to change your eTutoring email address at any time, please email Sarah Bergfeld with the new email address you wish to use for eTutoring.