

SUN ONLINE DELIVERY GUIDANCE (OVER 18s)

The document acts as a guide and a code of conduct for all staff, student ambassadors and participants. Please be aware that all the rules for safe, professional behaviour that apply at face-to-face events/ sessions for the groups above also apply online.

Please follow the below guidance to help ensure you are staying safe online during our SUN sessions. If you have any concerns before, during or after the session, please contact the SUN member of staff leading the session or email sun@soton.ac.uk

PARTICIPANTS

- Be aware that all sessions may be recorded, and if this is the case for your session, you will be informed of this at the start.
- All recordings and chat logs will be saved onto Glasscubes (the SUN's secure online workspace) for 28 working days after the session has taken place, unless otherwise specified. After which, both the recording and chat log will be permanently deleted from Glasscubes.
- Do not record or take photos of SUN staff members, external delivery partners or other participants without their consent.
- Please set your online name as your name. You are welcome to add your pronouns (e.g. they/them, he/him, she/her) if you wish.
- It is your choice whether to have your camera on or off. If you choose to have your camera turned on, we suggest that you blur your background or use a virtual background.
- If your camera is on, please make sure that you do not have items in your background that might reveal your address or somewhere you go regularly (e.g. a sports club or activity). You may also want to check for mirrors in the background showing your reflection!
- You can find the [SUN virtual backgrounds](#) here if you wish to use one of ours.
- Keep yourself safe - do not share something that feels too personal.
- Do not share the session link and password with anyone else.
- Waiting rooms are enabled and a SUN member of staff will let you into the session at the session start time.
- Turn your microphone off unless you are speaking. If you need support with anything, please let a SUN member of staff know by unmuting or using chat.

YOUR DATA

- Participants over 18 years of age who are not in school or college will sign up to sessions via a secure platform such as GoToWebinar, Online Surveys, Eventbrite or by emailing the session leader directly.
 - Sign up information for participants will be included within the session information
- Data will be stored in line with GDPR and the SUN [Privacy Policy](#).