



## Security features implemented by Sleep Action when using Zoom for Trainings courses

Sleep Action understands concerns regarding security regarding the use of Zoom for training courses. As a result, we have implemented the following security features for all of our online training:

- All training delegates are required to register prior to joining a training course by completing an application form.
- All training courses are protected by a password.
- Meeting ID and password or URL link (for URL links the password will be embedded in the link) for a course will be sent to delegates by a member of the Sleep Action training via email the day before the course.
- A waiting room feature is used for all courses so that only those registered can join.
- Participants are not able to join before the host.
- Host or co-host can lock meetings where it is required.
- Share Screen feature is only available to the host and co-host.
- All training course case studies are anonymous, so confidential information will not be shared during these sessions.

These security features are constantly under review and amended when it is necessary.