



### INSIDE THIS ISSUE

New Board Term.....1  
 Upcoming July Event .....1  
 New Section .....1  
 Lending Library .....1  
 Information Security Tips for Working From Home .....2  
 Videoconferencing Privacy Protection Tips.....2

### HELPIFUL LINKS

- [Edmonton Chapter](#)
- [ARMA International](#)
- [ARMA International Education Foundation](#)
- [Journal of Canadian Records & Information Management](#)
- [AIIM](#)
- [Governance & Record Keeping Around the World](#)  
[English](#) | [Français](#)

### FIND US ON SOCIAL MEDIA

- [LinkedIn @ARMA Edmonton Chapter](#)
- [Twitter @ARMA Edmonton](#)
- [Facebook @ARMA Edmonton Chapter](#)

# The ARMA Yeg Connector

## NEW BOARD TERM

Thank you for everyone who submitted nominations for the 2020/2021 year. We're excited to announce the upcoming board and volunteers. Introducing the ARMA Edmonton Board for the 2020/2021 year:

- Emily Speight – President
- Catherine Logan-Grainger – Secretary
- Angela Watt – Treasurer
- Jacqueline Gartner – Communications Director
- Allan Thompson – Marketing Director
- Gabriela Barker – Membership Director
- Marlena Muskens – Newsletter Editor
- Tabatha Robbins-Deutsch – Social Media and Marketing Liaison

The ARMA Edmonton AGM has been postponed until September. It will be held virtually so that all chapter members will be able to attend. More information will be shared on our website and to membership closer to the date.

## UPCOMING JULY EVENT

ARMA YEG and Lewis S Eisen will be hosting a workshop on “How to Write Policies People Want to Follow”. The session will be delivered in two and a half hour blocks via Zoom (July 21, 22, and 23). His policy writing approach has been adopted by the RCMP, US Government Services Administration, and many others.

Eisen’s approach is a valuable tool for anyone responsible for drafting and or implementing policy and has particular relevance for Information Management Professionals. Register for this ARMA YEG hosted event via our [Eventbrite page](#) – the event has a limited capacity and spaces will fill quickly for this popular workshop. For more registration information please visit our [website](#).

## NEW SECTION—ASK ARMAYEG

ARMA YEG is an organization of subject matter specialists but not everyone knows everything. If you have a question about Records and Information Management write [marketing@armaedmonton.org](mailto:marketing@armaedmonton.org). We will find an expert or do the research to answer your question and publish it in the next newsletter. Be sure to include “Ask ARMAYEG” in the subject line.

## LENDING LIBRARY

ARMA YEG is establishing a lending library to support the professional development of its members. We are taking suggestions on acquisitions of specific titles or certifications support. If you have an IM book that you think others should read or a certification in mind, contact [marketing@armaedmonton.org](mailto:marketing@armaedmonton.org) with your suggestions.

## DID YOU KNOW?

In March 2020, the popular videoconferencing app, Zoom, came under fire. While the app has raised many privacy and security concerns in the past, the recent privacy backlash came from a new phenomenon known as “Zoombombing”. Reportedly, many users had uninvited attendees crash their meetings and broadcast disruptive media, such as porn or shock videos. After an investigation was conducted, researchers found that hackers were able to crash the meetings by guessing the Meeting ID numbers, which were apparently very easy to guess. In addition, Zoom’s default settings were also at fault. The settings did not encourage users to set meeting passwords. Also, the settings allowed any participants, including uninvited guests, to share their screen.

In response to a warning issued by the Federal Bureau of Investigation (FBI), Zoom is now taking steps to fix their default settings to improve privacy and security for users.

You can read the full story [here](#).

## CALL FOR ARTICLES

We are in the process of planning our newsletter themes for Volume 3 of The ARMAyeg Connector. Stay tuned for more updates!

Remember that you can submit your articles to our Newsletter Editor:

Marlena Muskens  
[muskensm@mymacewan.ca](mailto:muskensm@mymacewan.ca)

## INFORMATION SECURITY TIPS FOR WORKING FROM HOME

With many employees now working from home, it has become more important than ever to protect the information security of the records that you are managing. Here are some tips for protecting your organization’s records and information when working from home:

- If you are taking records home, only take the minimum amount that you need for your work. Do not leave the records unattended or in your vehicle, even if you are stopping for groceries.
- If you are taking office-issued laptops or mobile devices home, make sure that those devices are encrypted.
- Do not share any confidential or personal information with other household members. Protect your office-issued laptop or mobile device with a secure login and password. Also, when the laptop or device is not in-use, store it in a secure place.
- Save all your content to your organization’s designated network rather than your personal desktop. This will ensure that the content is protected from security threats.
- When transmitting records or personal information electronically i.e. via email, do so over a secure connection. It is also recommended to protect your emails with encryption.
- In most cases, it is best to not print records or documents at home. However, if you need to, check your organization’s shredding policies and procedures. Some organizations may have shredding partners that you can visit to dispose of the records safely.

Whether you are working from home or in the office, remember that you must still comply with your organization’s records policies and procedures. Communicate with your organization regularly to ensure that you stay up-to-date on their records policies and procedures.

## VIDEOCONFERENCING PRIVACY PROTECTION TIPS

During these unprecedented times, many Canadians have turned to videoconferencing tools to keep in touch with others while practicing social distancing. These tools include Zoom and Skype. However, while videoconferencing tools have made keeping in touch with loved ones or hosting work meetings more convenient, they also present unique challenges for protecting privacy online. This was perhaps best illustrated in the recent privacy and security backlash against Zoom (see “Did you know?”).

The Office of the Privacy Commissioner of Canada (OPC) recommends the following tips for using videoconferencing tools safely:

- Always review the privacy policies and terms of use when installing a new videoconferencing app. Stay up-to-date on any updates from the developers that may improve the app’s functionality or security vulnerabilities.
- Make your meetings private, and ensure that only invited attendees can access your meeting. If possible, use a password to protect your videoconferencing calls from unwanted guests.
- Use headphones to control who can hear your call or meeting. Also, if using the video feature, make sure to check your surroundings and clear away any information that you do not want others to see.
- Finally, keep up-to-date on any news stories on your videoconferencing apps, so that you are knowledgeable of any privacy and security vulnerabilities of these apps.

You can read the full tip sheet from the OPC [here](#).