



## **Security and Privacy Policy for Zoom Virtual ADR**

*Miles Mediation & Arbitration has instituted the following security and privacy protocols to ensure the highest standards of confidentiality are maintained when conducting all virtual alternative dispute resolution engagements.*

1. Participants will only be able to join Virtual ADR matters with a specific **PASSWORD**.
2. After logging in with the Password, Participants will remain in a virtual **WAITING ROOM** until the Neutral admits the Participants into the virtual main room.
3. After the Neutral admits the Participants into the virtual main room, Participants will be sent into their assigned virtual **BREAKOUT ROOM** by the Neutral. Once a Participant is in their breakout room, no one except the Neutral will be able to enter the breakout room.
4. After all Participants are present for the Virtual ADR matter, the Neutral will then **LOCK THE MEETING** so no one else will be able to join the Virtual ADR engagement.
5. All communications will occur in the breakout rooms. Joint sessions will be conducted in a separate breakout room.
6. All video recording capabilities for the Neutrals and the Participants has been disabled.
7. The saving of all chat communications has been disabled.
8. Neutrals are required to conduct the Virtual ADR engagement in a private area.
9. Neutrals are required to have the security functions on their computer such as firewall protection and antivirus software activated and up to date.
10. Neutrals are required to inform Participants by **BROADCASTING A MESSAGE TO ALL** or by other electronic means that he or she is entering Participants' breakout room.

For any questions about our security protocol, please email [atlinfo@milesmediatio.com](mailto:atlinfo@milesmediatio.com).