

# MERCER UNIVERSITY

## Policies and Procedures Manual Department of Information Technology

**SUBJECT:**

**Zoom Cloud Storage Policy**

**EFFECTIVE:**

**July 1, 2022**

Zoom Video Conferencing is a cloud-based video communications tool that is available to all students, faculty, and staff. This policy contains details regarding account ownership and storage availability associated with the use of Zoom.

**Account Ownership**

Students, faculty, and staff members are provided with a free Zoom account. Students' accounts are terminated upon graduation or once the student is no longer enrolled with Mercer. Faculty and staff accounts are terminated once employment with Mercer is terminated. Retirees are not eligible to receive a free Zoom account from Mercer.

**Storage Availability**

Recordings may be stored at no cost on the Zoom platform for a period of 180 days. All recordings over 180 days old are automatically deleted at the end of each semester.

**Storage Management**

Instructions for managing storage, including deleting recordings and saving recordings to an external source, are available on [Zoom's site](#) or [Mercer's Information Technology site](#).