**Terms of Use**

The Inverclyde Learns e-learning platform and its functions are provided for employee learning purposes only.

Learners must adhere to Inverclyde Council’s policies and procedures when collaborating with others and uploading information on the platform: Employee Code of Conduct; Acceptable Use of Information Systems Policy. These can be found on the Council’s Intranet site and website.

Learners can upload their own profile pictures however you are not compelled to do so. Please note that any profile picture that is uploaded should be in accordance with the above policies.

Please note that any information you choose to upload may be viewed by others including your manager, for example for review/statistics/reporting purposes. Any information you choose to upload should be in accordance with the above policies.

You are responsible for all content (including information, text, pictures, photographs, messages, reviews, notes, videos software, your name or organisation name and other files or material) that you upload or post on the platform or communicate to other users through the platform. If you did not create content that you post or otherwise make available to the platform, it is your responsibility to ensure that you have the necessary consent from the owner of the content to use it on the platform.

For any other privacy concerns please see Inverclyde Council’s Privacy Policy available on the Council website: <https://www.inverclyde.gov.uk/site-basics/privacy>