

Online i-act Course – Joining Instructions

To attend the 3.5-hour online i-act session you must ensure the following:

- You enter the online training room at least 15 minutes before the advertised start time to register and ensure connection*.
- You have a hard-copy of the i-act (for positive mental health and wellbeing) course manual.
- You have a strong uninterrupted internet signal.
- You have a laptop/PC with adequate processing to take part in online conferencing.
- Registering and attending the online i-act course will serve as confirmation that you understand and agree to the terms, conditions and privacy notice (below). You will also be asked to provide your name, job role/title, organisation and email address before you attend the online i-act training.

*You must enter the online training room at least 15 minutes before the advertised start time. Should participants join the meeting after the scheduled start time and experience technical difficulties we will be unable to support them, and they will be invited to join an alternative training session on an alternative date.

Upon completion of your online i-act (for positive mental health and wellbeing) 3.5-hour online course, you will become a registered i-act practitioner/manager. Your status as a registered i-act practitioner is valid for three years and entitles you to the following:

- ✓ Attendance on the 3.5-hour online i-act training course
- ✓ certification as a registered i-act practitioner/manager
- ✓ a hard copy of the i-act manual, toolkit and resource pack
- ✓ access to all the online i-act practitioner/manager resources.

Privacy notice

1998 Data Protection Act, Consent to Process Personal Information and the General Data Protection Regulation (GDPR)

The personal information collected on this form will be processed by i-act in accordance with the terms and conditions of the 1998 Data Protection Act and the GDPR. We will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The requested information will be used to register you as an i-act practitioner/manager (and therefore give you access to the online i-act resources), offer any technical support during the training and to provide you with updates from i-act. You maintain the right to withdraw your consent for us to hold the information at any time. The information will be stored securely. There may be discrete photography during your i-act course, which may later appear in promotional materials and on social media alongside the name of your organisation. If you prefer this not to happen, please inform your i-act instructor before the start of the course. Upon registration to the training you will be asked to agree to i-act processing your personal data as described above and to the terms and conditions for attending online i-act training.

Course Development, Terms, Licenced Materials and Copyright

i-act course materials, resources and models remain the property of i-act for positive mental health and wellbeing Ltd. No i-act materials, resources models or courses are to be reproduced in any way, re-used or sold on without prior written consent from i-act. All courses developed by i-act will remain the property of i-act and can only be delivered by an accredited i-act instructor who has the written certification, approval and licence agreements from i-act to deliver and use the i-act training course/material/model. i-act reserves the right to use and publish feedback from course participants along with the name of their organisation within promotional and informative materials unless the organisation expresses in writing that they do not wish this to happen. i-act engages with social media platforms throughout and after the training session to celebrate wellbeing initiatives such as training and development. This includes photography in training sessions. If you do not wish for your training sessions to be photographed and celebrated on social media platforms, please notify us at the time of your booking. i-act often uses participant feedback to promote training and development courses, this usually includes the name of the organisation, but not the individual. If you do not wish for feedback to be used in this way, please notify us at the time of your booking.

Your registration as an i-act manager/practitioner does not permit you to 'deliver' i-act training. i-act training can only be delivered by an accredited, approved and licenced i-act instructor. Any delivery of i-act training by any persons or organisations who are not approved to deliver i-act training may result in an infringement of copyright and registered trademark legislation and may result in legal action. For clarification and permissions, you should contact i-act at info@i-act.co.uk

Disclaimer to All Products, Information and Services

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i-act shall not be liable for any loss or damage of whatever nature (direct, indirect, consequential, or other) whether arising in contract, tort or otherwise, which may arise as a result of your use of (or inability to use) the information or services, or from your use of (or failure to use) the information or services. The information and services provided by i-act may provide information and links to other organisations, websites and services owned by third parties. The content of such third-party information is not within our (i-act) control, and we cannot and will not take responsibility for the information or content thereon. Links/signposting to such third-party sites are not to be taken as an endorsement by i-act of the third-party site, service or information, or any products promoted, offered or sold by the third party, nor that such is free from computer viruses or anything else that has destructive properties. We cannot and do not take responsibility for the collection or use of personal data from any third party. In addition, we will not accept responsibility for the accuracy of third-party advertisements.