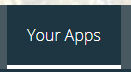
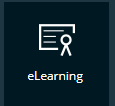
**Mandatory E-Learning and Policies**

To access the E-Learning site:

* Click  (Google Chrome) from your desktop
* Once Connect opens select Your Apps
* Click  (eLearning)
* Your E-Learning will open in a web page.
* You will see two tabs ‘Your Policies’ and ‘Your learning’. You can access all your courses and policies through here.
* Alternatively in the bottom right you will see Keyword Search, you can use this area to search for the courses/policies category you are in (search by typing part of the course/policy name in and clicking the search button)

Under the **‘Your Policies’** tab;

**Compliance**

* Code of Conduct

**Corporate Health and Safety**

* Health and Safety Policy
* Lone Working and Violence Policy

**Corporate ICT Policies**

* IGPOL005 Mobile Device Policy
* IGPOL008 Freedom of Information Policy
* IGPOL016 Information Sharing Policy
* IGPOL019 Scanning of Physical Documentation Policy
* IGPOL022 Anonymisation of Personal Data Policy
* ITPOL023 Corporate ICT Access Policy
* ITPOL018 Email and Records Management Policy

**Data Protection**

* IGPOL006 Data Protection Policy
* IGPOL010 Data Protection Subject Access Request

**Information Security**

* IGPOL001 Information and Cyber Security
* IGPOL012 Collaborative Communication Tools - Acceptable Usage Policy
* IGPOL013 Sophos Secure Email Policy
* IGPOL014 Combined Email & Internet Acceptable Usage Policies
* IGPOL017 Information Protection Policy
* ITPOL005 ICT Equipment Guardianship and Usage Policy
* ITPOL016 USB Memory Stick Storage Device Usage Policy

Under ‘**Your Learning’** tab:

**Bitesize Videos – General**

* myICT
* Privacy Awareness

**Compliance – all employees**

* Cyber Security 001 – Cyber Security and GDPR Matters
* Cyber Security 002 – What is Personal Data
* Cyber Security 003 – Handling Personal Data
* Cyber Security 004 – Passwords
* Cyber Security 005 – Scams
* Cyber Security 006 – Social Media
* Cyber Security 007 – Internet Security
* Cyber Security 008 – Online Services & File Sharing
* Cyber Security 009 – Email Accounts
* Cyber Security 010 – Portable Devices & Apps
* Cyber Security 011 – Offline Security
* Cyber Security 012 – We're Here to Help
* Equality and Diversity
* Freedom of Information & Environmental Information Regulations
* Information Governance 001 – Data Confident
* Information Governance 002 – Four Steps to Processing Data
* Information Governance 003 – Lawful Bases
* Information Governance 004 – Special Category Conditions
* Information Governance 005 – Impact
* Information Governance 006 – Document and Notify
* Information Governance 007 – Data Near Misses & How to Avoid Them
* Information Governance 008 – Sharing Data Confidently
* Information Governance 009 – Love That Data

**Mandatory – Service / Role Specific**

* CCM - Introduction & ESCR
* Personal Safety

**Recommended**

* Cisco WebEx Meetings
* Dudley MBC Secure Email Solutions – OSP
* Dudley MBC Secure Email Solutions – Sophos
* Employee Warning System information/instructions
* myICT (with Subtitles)
* Portable Display Screen Equipment Guidance
* Privacy Awareness