

Terms & Conditions for a RIX Wiki Website, v3 1.5.15

1. Each new RIX wiki is requested & registered by a Signatory who has the duty of care for the person with a learning disability who will be using this account or wiki. It is the Signatory's professional or personal responsibility to ensure that the best interests of the users are fully served.
2. All new RIX wiki accounts are automatically created as 'private', which means that they can only be viewed by a person who has login and password details for that wiki. We recommend that all private documents attached to the wiki (e.g. school reports, medical statements etc) should always be password protected. RIX Media administrator may have access to this information but they will treat it as private and confidential and will not share it with anyone.
3. The person named above as the person requesting the wiki on this easy build registration form (the Signatory) will be solely responsible for all the content of the wiki including information, photos, graphics, video and audio clips, links, files and any other material displayed on the wiki.
4. If a wiki is being used to share information with other people (either by using the 'Invite' feature or in cases of 'Public Information' wikis by making the wiki public) it is the Signatory's responsibility to ensure that only information relevant and appropriate for the intended audience or invited party is shared. Signatories are advised not to share information that is private and sensitive on a public wiki.
5. We advise Signatories to ensure that pictures, text, sound or video clips used on the wiki do not disclose any sensitive personal details for example:
 - The user's full name – it is a good idea to use just the first name or a nickname
 - The user's personal address – you should never publish details of the users full home address
 - Credit card details – never publish your own or anyone else's credit card details
 - Passport or driving licence – never publish photos or videos of your passport or other ID documents
6. The Signatory confirms that they will not post or reproduce any copyright proprietary information belonging to others without obtaining their prior written consent.
7. The Signatory will ensure that anyone performing an editorial or administration role in respect of the wiki has been checked according to your National Legislation.
8. *For 'Public Information' wikis only* – The wiki setup area has a 'Sharing' option. If the Signatory ticks 'Sharing – Yes' they are choosing to 'publish' the wiki which will allow anyone to see it online. The wiki can then be looked at and explored by anyone who knows the web address or who follows a link to it from another website. RIX Media will then no longer be able to protect their privacy. It is the Signatory's responsibility to ensure that they only publish the website if they are fully happy to share the information with others. If they are unsure they are advised that they must check with appropriately senior staff in their organisation before they publish. They are advised that they can change the settings at any point and make the wiki 'private' again.
9. *For 'Public Information' wikis only* - The Signatory confirms that if they make a wiki website public they do so on the understanding that the wiki website may be linked to from the RIX Wiki Local Area portal websites.
10. *For 'Public Information' wikis only* - When the Signatory makes a wiki public, anyone will be able to see and access that wiki content. It is the Signatory's responsibility to ensure that the content shared is legal and does not offend anyone. Do not use pictures, videos, sounds or text that could offend, embarrass or upset someone.
11. *For 'Public Information' wikis only* - The Signatory must ensure that only photographs or videos clips for which he/she has obtained the prior consent of the person (s) featured are used on the Wiki.
12. RIX Media has the right to remove, without notice any content that is seen to be offensive or inappropriate.
13. Easy Build Wikis are web-based products. RIX Media server is effectively also a site of storage for information. This entails some risk, which is mitigated by the Firewall provision that is provided by an established Internet Provider and our software's encryption and security systems.

Whilst every effort is made to ensure data is safe and secure, any information that can be accessed via the internet is subject to some degree of risk from computer viruses or malicious hacking activity. RIX Media cannot guarantee against

such activity.

14. When you sign up for a Wiki, you accept that we will use your email address to update you about Wiki Websites news, feature improvements and service updates. Your email address will also be used by the Notts Wikis team (including the Centres of Excellence in Nottinghamshire) to inform you about free events and training opportunities. We will not share or sell your personal details to other parties.