



Copyright Policy

Updated: November 2015

Next revision date: November 2016

1. Objectives

- 1.1. To ensure copyright law is not infringed either through photocopying or through producing materials.
- 1.2. To ensure that copyright is agreed between various parties.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Copyright protects a range of different works, including original literary, dramatic musical and artistic works as well as the typographical arrangement of published works. These include in turn books, periodicals, manuscripts, drawings, maps, plans, photographs, engravings etc. Copyright usually lasts for 70 years from the death of the author. Members of staff are prohibited from copying any work whose copyright any work whose copyright is owned by someone else unless:-
 - a. Develop has the copyright owner's permission.
 - b. Copying is covered by statutory exception e.g. fair dealing.
 - c. Copying is permitted by a licence.
- 3.2. Some publishers grant permission for copying for educational purposes and this is usually indicated in the material itself. Staff must comply with any conditions. Fair Dealing only applies to photocopying for the purposes of research, private study, criticism or review. Work photocopied for criticism or review must acknowledge the original work and its author.
- 3.3. Materials produced by employees of Develop, the copyright will be vested in Develop.
- 3.4. When materials are produced by a sub contractor or external consultant, the copyright will usually be vested in the sub contractor or external consultant, unless it is agreed otherwise in writing.

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- 3.5. For projects funded through Education Funding Agency (EFA), Develop and its sub-contractors warrants to the EFA that to the best of its knowledge and belief all works carried out under the contract will not infringe, in whole or in part, any copyright or any other intellectually property right of any person and agrees to indemnify the EFA against any and all claims, demands, proceedings, expenses and losses, including any of a consequential nature, arising directly or indirectly out of any act of the foregoing in relation to any works.

4. Staff Responsibility

- 4.1. All individuals involved with the learning programmes, e.g. staff, volunteers, employers, consultants and learners.
- 4.2. All staff are responsible for ensuring that Develop complies with the archiving policy and with the Data Protection rules.
- 4.3. CEO has overall and final responsibility for all matters relating to Data Protection.
- 4.4. The day to day management of Develop’s Copyright Policy is delegated to the CEO who will ensure that:
- a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

- 5.1. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

- 6.1. This policy should be read in conjunction with the following policies and procedures:-
- o Data Protection Policy
 - o Personnel Manual
 - o Photocopying Guidance Note (situated next to the photocopiers in both buildings)
 - o Staff Handbook

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Policy signed by CEO: *Mark Pike* Date: 23/11/2015

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