

Copyright policy

First developed	Quarter 1, 2018
Last review date	Quarter 3, 2024
Scheduled review date	Quarter 3, 2026
Purpose	The Centre for Community-Driven Research (CCDR) is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the organisation. Subject to these responsibilities, CCDR is committed to the widest possible dissemination of its ideas and findings where these may assist others. The purpose of this policy is to clarify the status of material subject to copyright used by the organisation, and to remove any possible misunderstandings about ownership of copyrights.
Policy	<p>Production of copyright material</p> <p>Material created by staff, volunteers or contractors of CCDR entirely on their personal time and not involving the use of the organisation's facilities, intellectual property or materials shall be the property of the creator. An individual's "personal time" shall mean time other than that for which they receive salary (in the case of staff) or perform assigned functions (in the case of volunteers).</p> <p>Staff, contractors or volunteers who claim that material was made or created on personal time have the onus of demonstrating this proposition. Staff engaged in work during personal time where later confusion may possibly occur are encouraged to discuss this with their supervisors.</p> <p>All materials that result from activities carried out with CCDR, or developed with the aid of CCDR's intellectual property, facilities or staff, or developed through funds administered by CCDR, shall be the property of CCDR except by specific prior written agreement.</p> <p>Any dispute between CCDR and its staff, contractors or volunteers, or between staff or between volunteers, on issues of copyright ownership shall be determined by the organisation's dispute resolution procedures.</p> <p>Use of copyright material</p> <p>Staff and volunteers of CCDR are required to observe all applicable copyright laws and regulations.</p> <p>The nominated officer is required to institute procedures that will ensure</p> <ol style="list-style-type: none"> a) that all uses of copyright materials are recorded, and that all compensable uses of copyright material are appropriately processed. <p>Copyright on CCDR materials</p> <p>All materials produced by or on behalf of CCDR are copyright. Permission to reproduce such materials depends on the category into which they fall. All materials produced by or on behalf of CCDR will be classified one of the following classes.</p> <ol style="list-style-type: none"> 1. Those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the

	<p>provisions of the Copyright Act and any licensing agreement between the user and CCDR.</p> <ol style="list-style-type: none"> 2. Those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers. 3. Those materials that are copyright and that may nonetheless be reproduced without conditions. <p>The copyright policies of CCDR are binding on all staff, whether paid or voluntary. The copyright policies of CCDR, as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee and shall be included in the orientation material given to every volunteer, staff member or consultant.</p>
<p>Policy Implementation and assignment of responsibility</p>	<p>All staff, volunteers and Board members are responsible for adhering to this policy</p>