

10.4	INTELLECTUAL PROPERTY
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<b>Applies to:</b> Staff, Management Committee, Volunteers
<b>Specific responsibility:</b> Staff, Management Committee

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

### POLICY STATEMENT

HECIS is required by copyright legislation and ethical considerations to recognise and protect intellectual property rights. HECIS seeks to protect both its own intellectual property rights and the rights of others in any material produced by HECIS or on its behalf.

All Staff, Management Committee members, volunteers and contractors are required to observe applicable copyright laws and regulations in the production and use of HECIS material.

### PROCEDURES

#### Production of copyright material

The copyright of all items produced for HECIS or on its behalf by staff, or volunteers will belong to HECIS. This will include, but is not limited to, reports, submissions, articles and resources.

HECIS will acknowledge the authorship of the writer/s of any published material.

Variations to the copyright status of materials may be made where materials draw on pre-existing intellectual property or copyrighted material.

Materials being produced for HECIS by third parties (contractors or pro bono providers) will be subject to an agreement between and the provider as to the ownership status and intellectual property rights of any material produced under that agreement.

Materials being produced for HECIS by staff or third parties that make use of copyright material must have the permission of the copyright owner for inclusion.

In the event of a dispute concerning copyright or intellectual property rights, HECIS will seek the advice of the Australian Copyright Council in the first instance, and may seek legal advice if necessary.

### DOCUMENTATION

<b>Documents related to this policy</b>	
Related policies	
Forms, record keeping or other organisational documents	

*HECIS: Intellectual Property*

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually	HECIS Co-Ordinator	Management Committee

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	19.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	11.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

**INDEXING**

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