

# Intellectual Property Rights Policy

## 1 Introduction

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### 1.1 Scope

This policy sets out <Short Name>'s sets out the requirements we place on all staff to ensure compliance with legislative, regulatory and contractual requirements related to intellectual property rights, and use of proprietary software products.

This policy applies to all staff, including employees, contractors and interns etc. working for, or under the control of, <Short Name>.

### 1.2 Revision History

Revision	Date	Record of Changes	Approved By
0.0	[Date of Issue]	Initial Issue	

### 1.3 Control of hardcopy versions

The digital version of this document is the most recent version. It is the responsibility of the individual to ensure that any printed version is the most recent version. The printed version of this manual is uncontrolled, and cannot be relied upon, except when formally issued by the <Document Controller> and provided with a document reference number and revision in the fields below:

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### 1.4 References

Standard	Title	Description
ISO 27000:2014	Information security management systems	Overview and vocabulary
ISO 27001:2013	Information security management systems	Requirements
ISO 27002:2013	Information technology - security techniques	Code of practice for information security controls
ISO 27001:2013	Information security management systems	Clause A.18.1 Compliance with legal and contractual requirements

### 1.5 Terms and Definitions

- “staff” and “users” means all of those who work under our control, including employees, contractors, interns etc.
- “we” and “our” refer to <Short Name>

### 1.6 Responsibilities

The <ISMS Manager> is responsible for all aspects of the implementation and management of this policy, unless noted otherwise.

Managers and supervisors are responsible for the implementation of this policy, within the scope of their responsibilities, and must ensure that all staff under their control understand and undertake their responsibilities accordingly.

All of <Short Name>'s employees and contract staff must comply with the requirements of this policy.

## **2 Intellectual Property Rights Policy**

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All staff and all third parties under contract to us are required to:

- comply with laws on intellectual property rights and legal use of software and information products
- acquire software only through known and reputable sources
- maintain appropriate asset registers, and identify all assets with requirements to protect intellectual property rights
- maintain evidence of ownership of licenses, master copies etc.
- implement controls to ensure that, where a maximum number of users (or simultaneous users) is permitted, that limit is not exceeded
- monitor that only authorised software and licensed products are installed
- maintain appropriate license conditions
- control the disposal or transfer of software to others in accordance in accordance with legal and contractual requirements
- comply with terms and conditions for software and information obtained from public networks
- do not duplicate, convert to another format or extract from commercial recordings and images other than permitted by copyright law
- do not copy in full, or in part, books, articles, reports or other documents, other than permitted by copyright law

*You are required to set up an Intellectual Property Rights Policy. The above is a good practice model that you may need to amend based on your particular circumstances.*

*Your IPR Policy should take into consideration local laws and regulations relevant to intellectual property rights and you must ensure that all personnel and contractors are aware of this policy and the consequences of breaches of policy.*

## **3 Breaches of policy**

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<Short Name> will take all necessary measures to remedy any breach of this policy including the use of our disciplinary or contractual processes where appropriate.

## **4 Records**

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Records retained in support of this procedure are listed in the ISMS Controlled Records Register and controlled according to the Control of Management System Records Procedure.